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What we're all about

Mission

Residential Living will cultivate a supportive living and learning environment for all residents that encourages community development, personal growth and academic excellence.

Values

Belonging • Life Skills • Scholarship • Wellness • Service • Community
Purpose Statement

The Residential Living Office provides housing for Washburn students in on-campus facilities. Residential Living provides support for students making the transition to college and to the Topeka area. We work to provide opportunities for student growth and leadership. The office also provides an off-campus referral service to address the needs of our other Washburn students and to assist them in their transition into the Topeka community. During the summer months, the residence halls serve as summer housing for students and for university and community summer conference groups.
Notice of Non-Discrimination

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Pamela Foster
Equal Opportunity Director, Washburn University
1700 SW College Ave. Topeka, KS 66621
785.670.1509
Important Phone Numbers

Residential Living Main Office: (785) 670-1065

The Residential Living Office is located in the Living Learning Center and serves as the main point of contact for questions or concerns. You may stop by our office or call us at 785-670-1065 from 8AM-5PM Monday through Friday. We can also be contacted via email at resliving@washburn.edu or fax at 785-670-1186. Our mailing address is: Residential Living 1801 SW Jewell Ave Topeka, KS 66621.

FRONT DESKS:

Lincoln Hall: (785) 670-3900
Living Learning Center (LLC): (785) 670-1016
Washburn Village: (785) 670-1076

There is a front desk located in the lobby of Lincoln, LLC (Living Learning Center), and the Village. The desks are staffed with Residential Living employees who are available to answer any general questions you may have about Residential Living or campus life.

RA ON DUTY PHONES:

Lincoln Hall: (785) 633-7292
Living Learning Center: (785) 224-4063
Washburn Village: (785) 224-4083

The RA on Duty should be called for issues that need immediate assistance, e.g. noise complaints, safety concerns, emergency maintenance issues, etc. For less immediate issues such as roommate disagreements, please contact your RA.

Washburn University Police: (785) 670-1153

In an emergency situation, please call WUPD (Washburn University Police Department).
Campus and Community Resources

Student Life/Associate Vice President for Student Life .... (785) 670-2100
Academic Advising ............................................................... (785) 670-1942
Career Services ................................................................. (785) 670-1450
Counseling Services ........................................................... (785) 670-3100

National Suicide Prevention Lifeline

Call .................................................................................... 1-800-273-8255
Text .................................................................................... 741741

Office of Diversity and Inclusion ........................................... (785) 670-1622
Office of Student Involvement and Development ............... (785) 670-1723
Student Health Services ....................................................... (785) 670-1470
Student Services ................................................................ (785) 670-1470
Student Recreation and Wellness Center ......................... (785) 670-1314
Dining Services ................................................................. (785) 670-1456
Financial Aid ....................................................................... (785) 670-1151
Emergency .......................................................................... 911
Meet Our Team

Director: Dr. Mindy Rendon

Mindy serves as the Director of Residential Living. She works to oversee the overall operations of the department, efficiency and effectiveness of business operations strategic marketing and communication and facility management, and represents Residential Living to senior administration. She also supervises six professional staff members and indirectly supervises a student staff of about 65.

Mindy received her BBA in Business Administration and her MS in Interdisciplinary Studies- Economics, Management & Communications from West Texas A&M University. She also received her EdD in Higher Education Administration from the University of Kansas.

Assistant Director: Jared Dechant

Jared serves as the Assistant Director of Residential Living. He works to oversee housing contracts, occupancy management, placement, accommodation requests and room change processing. Jared also serves as Residential Living’s liaison between our primary software vendor, StarRez and the Washburn campus partners of Information Technology Services and the Business Office.

Jared graduated from Washburn University with his BA in Psychology and he received his Master’s from Newman University in Organizational Leadership.
Office Coordinator: Kim Meehan

Kim serves as the Office Coordinator for Residential Living. In her role she is responsible for the daily operations of the Residential Living Office including the receiving and forwarding of campus mail and supervises the Office Assistant staff. Kim also serves as the primary contact for student and community questions. She also assists with processing of housing contracts.

Kim attended Moraine Valley Community College.

Phi Delta Theta House Director: Karen Meats

Karen serves as the House Director of the Phi Delta Theta Fraternity House. In her role she oversees the day-to-day operations of Phi Delta Theta and provides counsel and advice to individual fraternity members and shares housing information with the members. She is also responsible for overseeing and following up on maintenance requests students put in.

Karen graduated from the University of Kansas with her BA in Language Arts Education and received her Master’s degrees from Emporia State University in Counseling and Kansas State University in Educational Administration.
LLC RLC: Jack Van Dam

Jack serves as the Residential Living Coordinator for the Living Learning Center. In his role, he is responsible for the daily operations of the LLC, hears conduct cases and serves on the professional staff on-call rotation, coordinates Washburn’s three learning communities and oversees Residential Living’s academic initiatives. Jack also is the advisor to Washburn Residential Council and supervises a staff of seven resident assistants, 10 desk Assistants and a desk manager.

Jack received his BA in Political Science from Washburn University and his Master’s in Higher Education & Student Affairs from the University of South Carolina.

Lincoln Hall RLC: Kaylianne Weber

Kaylianne serves as the Residential Living Coordinator for Lincoln Hall. In her role, she is responsible for the daily operations of Lincoln Hall, hears conduct cases, oversees student staff training, listens to resident concerns and serves on the professional staff on-call rotation. She supervises a staff of seven resident assistants, 10 desk assistants, a desk manager and she co-supervises an office assistant in conjunction with the Office Coordinator.

Kaylianne received her BA in Communication Studies and Master's in College Student Personnel Services from Arkansas State University.
Student Coordinator: Sam Pomeroy

Sam serves as the Student Coordinator for Residential Living. In his role, he serves as a liaison between Residential Living professional staff and student staff. He also assists in overseeing the daily operations of the Washburn Village and assists in supervising a staff of four resident assistants, and 14 desk assistants.

Sam received his BA in Political Science from Washburn University and is currently a Juris Doctor candidate at the Washburn University School of Law.
Student Staff

Office Assistants
Office Assistants (OAs) are student leaders who may either work in the Residential Living Main Office or at satellite office in one of the residence halls. Office Assistants provide quality customer service, understand and articulate student housing information, and provide general administrative support.

Desk Assistants
Desk Assistants (DAs) are student leaders who work at the front desks in the residence halls. DAs provide quality customer service to residents and greet any guests. You can ask a DA for assistance with lockouts, resident mail, tours of residence halls, and other general inquiries.

Resident Assistants
Resident Assistants (RAs) are returning students who are employed to be a role model, resource for residents, and leader in the residence halls. RAs help build and maintain a sense of community by facilitating programs, serving on duty, relaying information to the Residential Living Office, and enforcing the policies listed in the Residential Living Handbook and the Student Conduct Code. One of the primary responsibilities of an RA is serving in a duty rotation. RAs take turns holding a phone designated to each residential building. You can call the RA for issues that need immediate assistance, such as noise complaints, safety concerns, emergency maintenance issues, or lock-outs after the front desk is closed.
Roommates & Suitemates Agreement

Establishing a good relationship with your roommate/suitemates is vital. You and your roommate/suitemates are sharing a small space. Getting to know one another, establishing suite rules and working out the day-to-day arrangements for sharing your bathroom and/or living room will be a big part of the “settling in” process at Washburn. You will receive a suitemate agreement from your RA within the first week of class. You, your suitemates, and your RA should organize a time to get together to discuss and agree upon suite “guidelines.” Below are areas you will need to discuss and document in these agreements. Find out how each of you feels about the subject and then talk about ways to work out any differences. Remember, there are many ways to compromise. Topics of conversation include:

- Study time in the room
- Visiting hours & socializing
- Cleaning the bedroom
- Cell phone use
- Use of the television
- Food in the suite
- Borrowing personal belongings
- Sleep and wake-up times
- Privacy needs
- Room temperature
- Cleaning schedules for the bathrooms and living rooms
- Visiting hours and socializing in common spaces (when applicable) and how they will be used
- Kitchen cleaning (when applicable)
- Bathroom and living rooms condition and damages
- Locking the suite doors (when applicable)
Proper Room Change & Roommate Changes

Contact your RA first if you are having roommate problems. RAs are returning students who are trained to help residents work through issues. Room changes will not be permitted until two weeks after the first day of classes each semester. Room changes are made only after a sincere effort has been made to work out a successful roommate relationship. The Residential Living Coordinator, in consultation with the RA involved, will make any necessary room changes. Room/Roommate changes that have not been approved will result in a $100 unauthorized room change fee. Storage of belongings in a vacant room or empty side of room will result in a $100 using room space not reserved/paid for fee. These fees are per person for each resident involved.
What are Community Standards and why do we have them?

Community Standards are policies created by Residential Living that outline acceptable conduct and behavior. These policies exist to help students understand what a safe, inclusive, and respectful living environment should look like both on and off campus. Keeping our residents safe and healthy is a priority for everyone at Residential Living and in the greater Washburn community.
What does a good community member look like?

Topeka is full of great community members who are not only mindful of their impact on others, but work towards bettering the community that they live in. Students who reside in on-campus housing also live in a community and have responsibilities not only to themselves but to the community. A positive community is one that is defined as being inclusive, respectful and having a sense of safety. As a member of the Washburn, Topeka, and Residential Living communities, you are expected to make mature, responsible and respectful choices regarding your behavior. You have the responsibility of working together with other members of your community to develop a positive living environment. This responsibility is a rich learning opportunity, and you will grow by becoming an active member of your community. You will be able to participate in on-campus housing activities, learn to work cooperatively with your roommate, and build skills that will positively serve you for the rest of your life.

Resident’s Rights and Responsibilities:

As a member of The Association of College and University Housing Officers International (ACUHO-I), Washburn University upholds the Resident Rights & Responsibilities as defined by ACUHO-I. Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right:

• To have reasonable access to their living accommodations based on a published schedule of occupancy.
• To live in a clean and secure environment.
• To facilities and programs that support the pursuit of academic success.
• To expect a regionally competitive price on housing accommodations and/or food service.
• To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
• To the respect and safety of personal property.
• To study without interruption or interference.
**Residents have the responsibility:**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

*(ACUHO-I Statement of Resident Rights and Responsibilities, Approved 1987, Revised 2002)*
Resident Communication:

Policies for our community aid in creating an environment in which residents may live together with maximum freedom while recognizing the rights of individuals and fellow residents. All residents should make an effort to be aware of how their actions impact their neighbors and roommates. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted. When a resident infringes upon the rights of another individual or the community, they should first be confronted by the person(s) whose rights have been violated. We ask you to be the first person to handle a situation when you feel your rights or the community’s rights are being violated. If after confronting inappropriate behavior of another individual, the individual does not attempt to alter their behavior, you should visit with your Resident Assistant or Residential Living Coordinator.

As a member of the community, you can do a great deal to communicate with and help others by adhering to the community standards that are included in this document. You are encouraged to take initiative to resolve issues as they arise and to appropriately, and positively confront fellow residents first and follow-up with Residential Life Staff for conflict mediation when appropriate.

Tips to keep in mind if you are approached by a staff member for an alleged policy violation:

Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly, and complying with their requests. If staff members approach your room for a policy violation, they would like to resolve the situation quickly, and your cooperation will help them do that.

It is important to note that if residents in a suite/apartment are uncooperative with hall staff members, the Residential Living Coordinator On Call will be called to assist with resolving the situation and the Washburn University Police Department may be called to respond as well. Additionally, the behavior the student is exhibiting will be noted in the incident report that is reviewed by a Student Conduct Administrator and may be considered failure to comply.
According to the Student Conduct Code, all students should carry their iCard and present it to university officials upon request. Residential Living staff members are considered university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation. If a staff member approaches your room for a policy violation and you are hosting guests (whether they be residents from another hall or from off-campus), it’s important that you encourage your guests to cooperate with staff by answering their questions and providing a photo ID. It is important that you familiarize yourself with the policies. Not knowing the policies is not a valid reason for failing to follow them.

If your guests cannot provide ID or are being uncooperative with the RA, RLC or University Police, your guest(s) may be escorted out of the building. It’s also important to note that you will be held responsible for your guests and their actions, so it’s best if you explain the basic policies to your guests when they arrive so they know what you expect from them.

When being approached by a staff member, some students become nervous or scared and worry about “getting in trouble.” Despite your feelings, it’s best to remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct hearing, so it’s best to tell the truth from the start. To prevent situations from occurring in your room when you’re not present, lock your room door.

**Displaying Decorations:**

The outside of suite/apartment doors and room windows are considered to be public viewing areas. Residents are expected to be considerate of the other members of their community when displaying materials in these areas. Please consider if what you’re displaying in a public viewing area could be considered offensive, demeaning, intimidating or could create a hostile environment for other members of your community before it is displayed.

Washburn students are responsible for knowing the information, policies, and procedures outlined in this document and in the [Student Code of Conduct](https://washburn.edu/housing). Residential Living reserves the right to make changes to the handbook as necessary and once those changes are posted online, they are in effect. Residents will be provided a copy of this document in the form of an online link each academic year. Residents are encouraged to check online at [https://washburn.edu/housing](https://washburn.edu/housing) for the updated versions of all policies and procedures.
Failure to comply with any of these policies may initiate the student conduct process.
Abandoned Property and Improper Check-Out

Residents not following the check-out procedures outlined in this handbook are subject to an improper check-out fee of $50, as well as a minimum cleaning fee of $25 if the room is not left in the proper condition. If applicable, residents may also face charges for lost keys and re-coring of the locks. (See the list of damages below.)

Washburn University, the Residential Living Office and/or any of its staff are not responsible for any student property left in public areas. If a student abandons property in their residence hall room or apartment after leaving the University, Residential Living staff members will make reasonable efforts to contact them via phone and e-mail in an attempt to have that student retrieve their belongings.

- If it is determined that the former resident will not be returning (for example, if the student has not registered for classes, has cancelled their housing contract, etc.) hall staff will pack the student’s belongings and store them for 48 hours.

- Residential Living reserves the right to dispose of items in the room that may pose a threat to storage spaces or other belongings (perishable foods, items that may attract bugs or rodents, etc.). If arrangements to retrieve belongings have not been made after 48 hours, items will be donated or disposed of at the discretion of Residential Living staff (any costs of removal will be at the owner’s expense).
  - Any items packed will be $25 per bag. Large items (such as refrigerators, mattress toppers, and microwaves) that will not fit in a bag will be $25 each.

- Residential Living will not ship items to owners. Owners may have another individual pick up their belongings during office business hours by contacting the Residential Living Coordinator to set up a date and time. The owner will be required to send a letter to Residential Living prior to pick-up with the following information: a photo of the former resident’s student ID, the former resident’s ID number, the former resident’s signature, clear instructions on who can pick up the items, and a descriptive list of what items can be retrieved. The individual retrieving the items will be required to show a photo ID to verify their identity when picking up the items.
Alcohol and Drugs

The consumption, possession (or presence of), being under the influence of, furnishing, distribution, or manufacturing of any alcoholic liquor, cereal malt beverage, illicit drugs, narcotics, controlled substances or drug paraphernalia is strictly prohibited in the residence halls, parking lot, etc. Containers, even for decorative purposes, are NOT permitted. Students found to be in the immediate area (regardless of consumption, use, or lack of use) in which alcohol/drugs are present may be held responsible for violating the alcohol policy. Please refer to the Student Conduct Code for further University policies.

Bicycles

Bicycles may be stored in designated areas. With permission of the roommate, students may store bicycles in their rooms. The bicycle must be in a designated area and must not be blocking any exit path. Bicycles may not be left in any interior or exterior stairwell due to the danger imposed in an emergency. Bicycles, skateboards, etc. may not be ridden inside the residence halls or inside the gated community of the Washburn Village. Motorcycles and mopeds are not allowed inside the residence halls or inside the Washburn Village gates at any time.

Bicycles left after May closing will be deemed abandoned property.

Break Housing

Break housing is available during Thanksgiving Break, Winter Break and Spring Break with prior approval from the Residential Living Office. To receive prior approval, residents must complete an online break housing form. You will receive this via your Washburn email prior to break. Because the halls are officially “closed” during these periods, guests are not allowed without the prior approval of the Residential Living Office and the other occupants of the suite. Residents will be charged a daily rate according to their residence hall assignment. Students leaving during these breaks do not need to move out their belongings. However, it is recommended that students remove items of value such as laptops, TVs, iPads, etc. Students who live at the Washburn Village do not need to seek approval to stay over breaks.

Business and/or Moneymaking Ventures

Business and/or moneymaking ventures are not permitted in the residence halls.
Candles and Incense

Burning candles and incense are prohibited in the residence halls. Students may use candle warmers. If a candle is found to have been burnt, the resident will be required to remove the candle. If the resident does not comply, they may be sent through the student conduct process.

Cleaning

Residents are responsible for keeping their room, bathroom and living area clean. Vacuum cleaners, brooms and limited cleaning supplies are available at the front desks of Lincoln Hall, the Living Learning Center, and the Washburn Village. Periodic health and safety checks may take place to help ensure cleanliness. Please be mindful that although custodians do clean lounge areas and other common areas of each building, this does not excuse residents from cleaning up after they use these spaces. Residents who leave behind excessive mess will be documented and will be sent through the student conduct process.

For information on preventing mold in the residence halls, please visit the Mold Information and Prevention Guide.

Clogged Sinks and Toilets

When cleaning dishes, do not put any food down the drains in student rooms, kitchens, or bathrooms. Food clogs up the plumbing, causing slow or no drainage. Hygiene products, paper towels and other bulky items should not be flushed down toilets. These items often cause toilets to overflow and create water damage. If maintenance is called to fix any of these problems resulting from any of the practices identified, responsible parties will be charged the repair cost.

Cohabitation

Guest policies are not designed to permit or encourage cohabitation. All guests must be registered at the front desk. Guests may stay no longer than three (3) consecutive days. Residents may have guests no more than five (5) nights a month. In addition, guests must be approved by the Residential Living Office and the affected roommate/suitemates during periods in which the halls are officially closed (e.g. Thanksgiving, Winter and Spring Breaks). Please see the Overnight Guest Policy (pg. 32) for additional information.
Consolidation

At any time during the academic year, if a student has requested a double occupancy room but does not have a roommate, the resident may be required to select one of the following options:

- Elect to pay the private room fee and retain the room privately for the remainder of the semester. This option is available only when there is space available. Private room fees will be calculated on a prorated basis.
- Choose to move to another half-filled room in the same residence hall.
- Find another resident in a half-filled room who is willing to move into the room.
- Keep the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in their absence.

Residents are not required to consolidate unless:

- There is a need for space in their hall.
- There is a waiting list for a private room.

If a resident is occupying a double room without a roommate, and is not required to consolidate, and does not wish to contract for a private room, the resident then automatically enters into an agreement which binds them to the following:

- Keep the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in their absence.

Failure to follow these guidelines will result in the resident being officially assigned a private room, with the room charges being adjusted accordingly from the date of the roommate’s vacancy to reflect the private room fee.

Contract Cancellation by Student

Incoming First-Year Student Cancellation Fee: Residents cancelling their agreement in writing to the Residential Living Office, or by properly cancelling their contract via the online application process prior to or on June 1, 2020 (December 1, 2020 for Spring semester-only residents) will receive a full refund on the $200 deposit and $100 damage deposit (minus any individual/community damage).
Residents cancelling in writing to the Residential Living Office, or by properly cancelling their contract via the online application process after June 1, 2020 (December 1, 2020 for Spring Semester-only residents) but prior to the official opening of the units (August 13, 2020 for Fall; January 14, 2021 for Spring) will forfeit their $200 deposit but shall be refunded the $100 damage deposit (minus any individual/community damage).

Residents who are incoming first-year students who cancel their Room and Board Contract after the units open (August 13, 2020 for Fall; January 14, 2021 for Spring-only residents) will be charged the full amount of their housing contract.

**Not Incoming First-Year Student Cancellation Fee:** Residents who are not incoming first-year students who cancel their Room and Board Contract after the units open (August 13, 2020 for Fall; January 14, 2021 for Spring-only residents) will be charged: (i) for the number of days from the official opening to the date the cancellation is approved and the room is vacated; (ii) for the amount of the meal plan used, calculated by either the actual amount used (declining balance plans) or the number of days in the plan (block plans) regardless of meals used; and, (iii) 50% of their remaining room and board balance for the academic year.

Residents who cancel their Room and Board Contract at the end of the Fall semester and do not return to Washburn for the Spring semester may be approved for a cancellation fee waiver only for the following reasons: student teaching/internship, graduation, marriage, military deployment, withdrawal from Washburn, or severe personal problems BEYOND THE CONTROL OF THE STUDENT and which occurred after August 13, 2020 will not be charged a cancellation fee; provided the resident provides the Residential Living Office written notification of the intent to terminate for the second semester on or before December 1, 2020. Supporting evidence must be provided in all cases. Cancellation requests received after December 1, 2020 will be assessed the cancellation fees associated with their status as an incoming first-year student/not incoming first-year student listed above.

If a resident submits a written request to cancel their Room and Board contract during the semester (after August 13, 2020 for the fall semester of January 14, 2021 for the spring semester) it will only be approved for the following reasons: student teaching/internship, graduation, marriage, military deployment, withdrawal from Washburn, or severe personal problems BEYOND THE CONTROL OF THE STUDENT and which occurred after the semester begins (August 13, 2020 (fall semester) or January 14, 2021 (spring semester). Supporting evidence must be provided in all cases. If severe personal problems are cited, the Student must make a written request to the Director of Residential Living or designee to cancel without paying the remainder of the room and board fees for the academic year. The Student will
receive written approval or denial of the request and the account will be adjusted accordingly.

Cancellation by Washburn University

Student Conduct (judicial process).
Residents who are required to vacate their room as a sanction for conduct, will be charged 100% of their room and board balance for the academic year. The Resident shall be eligible for a refund of the $100 damage deposit (minus any individual/community damage). The Resident may be eligible to use the balance of their meal plan. If the Resident has been expelled from Washburn, or restricted from entering campus dining facilities, then they may apply for a refund of the meal plan as calculated in the Not Incoming First-Year Students Cancellation Fee section above.

Beyond Washburn University Control

If a part or all of University housing is closed due to an emergency, Washburn may terminate the housing agreement without prior notice. An emergency is an unforeseeable event, including but not limited to fire, flood, other severe weather, acts of God, interruption of utility services, acts of terrorism, epidemic or pandemic, or an emergency declared by local, state, or Federal officials. Washburn has the right to maintain the safety of the premises by any means, including temporarily or permanently removing student(s) from University housing.

All Washburn obligations under a housing agreement will end as of the date housing is closed due to a declared emergency. Washburn is not obligated to provide alternate housing or to rebuild or replace any affected premises as a result of the emergency.

Washburn will issue credit to Residents whose housing is closed due to an emergency as defined above. The amount of credit is calculated as follows, using the date Washburn declares housing closed: (1) the number of days remaining from the housing closed date to the end of the housing agreement term; plus (2) any amounts not used on a purchased meal plan, either the actual amount remaining for declining balance plans or the number of remaining days in a swipe plan; MINUS (3) $200 administrative fee.

The amount will be issued as a credit on each Resident’s University account and can be applied toward any future expenses the Resident incurs at Washburn. For students whose housing or dining expense was paid by a scholarship, the amount will be credited to the scholarship, not to the student account. To request the credited amount be disbursed by another method, the Resident must contact the Business Office.
Cooking
LLC/Lincoln:
Limited cooking is permitted in student rooms due to sanitation, health and fire safety. Cooking appliances permitted in the LLC and Lincoln are microwaves, coffee makers, electric kettles, and popcorn poppers. Please be smart when cooking in the buildings' kitchens. These facilities are not meant to be used to cook foods that use or give off large amounts of grease. If the fire alarm system should become activated because of neglect while cooking, residents could face student conduct charges and a loss of cooking privileges.

Washburn Village:
Items such as George Foreman grills, sandwich makers, toasters/toaster ovens, air fryers, instant pots, and rice cookers may be used in kitchen areas only. These appliances must be attended while in use. It is not permitted for a resident to use slow cookers (CrockPots) when the resident is not present. Please be mindful when cooking in your kitchen. These facilities are not meant to be used to cook foods that use or give off large amounts of grease. If the fire alarm system should become activated because of neglect while cooking, residents could face student conduct charges and a loss of cooking privileges.

Cooperation With Staff
Cooperation with any staff member's reasonable request is expected of all residents and their guests. This includes surrendering your Washburn ID upon request.

Damages
Residents of each room/suite are responsible for keeping the premises and its contents in good order and free from damage. This includes damage caused by both residents and/or guests. Residents understand and agree that they are responsible for the replacement or repair costs of any damages that may occur to the room and/or its contents. The cost of damages within a room or suite will be divided among all students residing there unless it can be determined, specifically, who is responsible for the damages. Additionally, damages caused to public areas (i.e. kitchens, lounges, hallways, living rooms, commons building bathrooms) will be assessed to all residents of that suite, floor, hall or building when the specific individual or group responsible cannot be identified. Examples of these common area damages can include not cleaning lounges after use and other damages to common areas.
Damage Deposit & Damage Charges

Each resident pays a $100 damage deposit with their contract. Individual and prorated common damage charges will be assessed to the resident’s damage account at the time of check-out. All living spaces (including bedrooms) will be inspected on a periodic basis and any applicable charges will be posted to resident’s accounts at that time.

Each resident will be notified of any charge posted against their account at the time of posting. Damages and lock-outs are first applied to the damage deposit. If damage assessed to the resident is over $100, the resident will be billed for the remainder of the damage costs. The damage deposit balance, after the cost of any damages or lock outs is applied, will be refunded to the resident at the end of the contract term. If you have damages or lockout charges, you will not receive your full $100 refund. If the damages or lock out charges total $100 or more, you will not receive a damage deposit refund. Those not returning to the halls will be asked to provide an address for mailing damage deposit refunds. Refunds are released June 1st of every year.

<table>
<thead>
<tr>
<th>General Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathroom Cleaning Fee (Per Person, Per Bathroom)</td>
<td>$75</td>
</tr>
<tr>
<td>Carpet Cleaning (if an animal was present)</td>
<td>$10</td>
</tr>
<tr>
<td>Emptying Trash in Wastebasket</td>
<td>$10</td>
</tr>
<tr>
<td>Furniture Moving Fee (includes bed height adjustment)</td>
<td>$10 per piece</td>
</tr>
<tr>
<td>Improper Check In</td>
<td>$25</td>
</tr>
<tr>
<td>Improper Check Out</td>
<td>$50</td>
</tr>
<tr>
<td>Items Left Plugged in</td>
<td>$10 per item</td>
</tr>
<tr>
<td>Large Anchors/ Nail Holes/ Torn Paint/ Adhesive/ Command Hooks</td>
<td>$35 first, $5 each additional</td>
</tr>
<tr>
<td>Late Check Out (After 5 PM)</td>
<td>$50</td>
</tr>
<tr>
<td>Lock Change (Room/Suite)</td>
<td>$85</td>
</tr>
<tr>
<td>Mallets</td>
<td>$10</td>
</tr>
<tr>
<td>Mailbox Key Replacement</td>
<td>$10</td>
</tr>
<tr>
<td>Missing Mandatory Meeting</td>
<td>$25</td>
</tr>
<tr>
<td>Missing Wastebasket (Large)</td>
<td>$21</td>
</tr>
<tr>
<td>Missing Wastebasket (Small)</td>
<td>$10</td>
</tr>
<tr>
<td>Parking/ Storing Items Left in Room</td>
<td>$25+</td>
</tr>
<tr>
<td>Room Cleaning Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Shower Curtain Replacement</td>
<td>$6</td>
</tr>
<tr>
<td>Sticker Removal (per sticker)</td>
<td>$10</td>
</tr>
<tr>
<td>Temp Card Replacement</td>
<td>$10</td>
</tr>
<tr>
<td>Unauthorized Room Change</td>
<td>$100</td>
</tr>
<tr>
<td>Using Room Space Not Reserved/ Paid For</td>
<td>$100</td>
</tr>
</tbody>
</table>
The painting and use of crayon and chalk on walls and room furnishings is not permitted. Upon discovery, residents will be fined for this offense.

It is recommended that residents decorate with thumbtacks instead of adhesives such as Command Strips/Hooks, since adhesives are more likely to damage walls. Any damage to the walls will result in a repair charge for patching and/or repainting the room.

- All adhesive hooks must be removed before checking out.
- The usage of duct tape (including on carpet) is NOT permitted.

- Stickers and bathroom adhesives (for shower floors) are NOT permitted.
- Fish nets, parachutes and other flammable items may NOT be hung from the ceiling due to fire hazards.
- Decorations/hangers or other items may not be hung from sprinklers and should not obstruct fire alarm equipment (e.g. smoke detectors, strobe lights).
RESIDENTIAL LIVING HANDBOOK

- Alcohol and cereal malt beverage containers may NOT be used for decorative purposes. This includes bottles, cans, kegs, empty boxes, and/or items that contain or may have contained alcohol previously.
- When decorating your suite door, you should be mindful of how decorations in the public view may impact your community. Residential Living does not recommend placing decorations on your suite door that may be deemed offensive, demeaning, intimidating, or that otherwise may create a hostile environment.

Digital Millennium Copyright Act (DMCA)

Distributing copyrighted materials without the consent of the owner is against Federal Law. While it is common to use a variety of free software to do peer-to-peer file sharing, the use of such programs to share copyrighted material violates University and Housing policies, as well as Federal Law.

Door Propping

Due to fire code, the use of door stops to prop open suite doors is prohibited. This includes anything that prevents doors from closing and latching, such as the deadbolt lock or furniture. Use of the deadbolt lock to prop open suite/bedroom doors is strictly prohibited. This policy is, in part, designed to avoid damages to the locks and to the doors. It is always encouraged that residents close and lock their doors.

Electrical Appliances

Window air conditioners and space heaters are not permitted in any residence hall. Residents are allowed the use of popcorn poppers, coffeemakers, microwave ovens, and electric kettles in their rooms in the LLC and Lincoln. See cooking policy on page 26 for more information on the use of kitchen appliances. Elevators The elevators in Lincoln Hall and the Living Learning Center are provided for convenient transportation of students within the buildings. Please report any elevator problems to Residential Living staff. The elevator bell is for emergency use only. Do not try to fix the elevators yourself. Residents who attempt to fix the elevators, tamper with them in any way or purposely overload them, will be sent through the student conduct process and may be responsible for damages and repairs.

Extension Cords

Extension Cords are not permitted. Multi-plug adapters or cube-tap devices are not allowed. Students are only to use surge protectors. (Please note, not all power strips are surge protected. Surge protectors will have a surge protected indicator lamp and the "UL" logo on them.)
Fire Equipment
Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers, and alarms) within the residence halls. Any tampering or obstruction of such equipment or the setting of false or deliberate fire alarms will result in the student being sent through the student conduct process. (See Fire Safety section for more info)

Fireworks and Explosives
The possession or use of any fireworks, explosives, or dangerous chemicals in the residence halls and on campus is strictly prohibited.

Flooring
Lincoln Hall and Living Learning Center rooms are tiled; the bedrooms and living rooms in the Washburn Village are carpeted. Students may bring their own rugs/carpet; however, they may NOT use any type of adhesive (i.e. duct tape) to hold it down. Any damage to living room or public carpets will be charged to all students residing in that suite or on that floor unless the responsible party is identified.

Food Storage
For health and sanitation purposes, residents are asked to use good judgment in the storage of food. Make sure any open food bags or containers are properly closed. Do not leave any food that is not stored in a proper container out in the open and be sure to clean any food off the floors. Not following these recommended practices invite bugs. Take open bags, boxes or containers home or dispose of them prior to leaving for breaks or vacations. Adopting these practices should help to deter unwanted bugs and pests.

Furniture
Room:
Room furniture may be rearranged following these guidelines:
- Residents may not move common space furniture into their individual bedrooms.
- Student rooms, with the exception of a few designated singles, are furnished with the amount of furniture sets based on the number of students designed to be in each room. Extra University-owned furniture may not be removed from or added to a room-suite. Students with private rooms (a double room with no roommate) must keep all University furniture within the room, as no storage is available.
All furniture MUST stay in your room. You will be responsible for any damage incurred from movement of your furniture. Furniture, with the exception of beds, MUST NOT be taken apart. Bed frames in the LLC may only be taken apart and put together with rubber mallets (if needed). These are available at the LLC front desk. DO NOT use a hammer on the beds as this will damage them. Beds in Lincoln Hall can be put into different configurations and taken apart, but tools are not needed and should not be used. Large furniture, such as beds and desks, may NOT be placed in front of windows as it poses a fire hazard.

Public Areas: All lounge or common area furniture must remain in its designated area. (For example: living room furniture may not be moved into a bedroom. Furniture from a study room may not be removed from the study room.) Any resident found violating this policy will be assessed $10 per day for each piece of furniture found in their possession. The removal of University furniture from its designated location could result in being sent through the student conduct process.

Garbage
Trash containers are located in each resident’s room and throughout the buildings. Students are expected to empty the trash from their rooms on a regular basis and to place the bagged trash in the centralized trash barrels located in the trash closets just outside of the kitchens in the Living Learning Center, the trash closets by the elevator in Lincoln Hall, and in the dumpsters at either end of the Washburn Village complex. All trash taken to a central location must be bagged. Trash that is left anywhere besides trash closets/dumpsters (such as outside of suites, hallways, and common spaces) is a fire hazard. Students found to be discarding their trash inappropriately will be subject to the student conduct process. Leaving garbage in a non-designated location will result in a warning being given to the residents of the suite. If the behavior continues, there will be a $5.00 fee per person, per day for every item left. During finals week each semester, dumpsters will be placed on the south side of the Living Learning Center and Lincoln Hall. Students are to use these dumpsters for the majority of their garbage.

Guests
Please note: the follow policy has been altered in response to COVID-19. Please see page 61 for COVID-19 policy updates.

The following guest policy is designed for the safety and security of residents. Residents must check in and check out their guests with Residential Living Staff at the front desk of the residence halls. Residents may have guests in the residence halls until 11:00 PM. After 11:00 PM, guests become overnight guests. Residents must have their guests checked in by the time the desk closes. Please see Overnight Guest Policy below.

- A guest is defined as anyone who is present in a room that they are not contractually assigned to.
- Guests who live in the same building as their host do not have to check in at the front desk, but are expected to abide by all other guest policies.
A host is defined as a resident who is escorting a guest in the residence halls. Hosts may only escort guests in the residence hall in which they are assigned. The host's suitemates and (if applicable) roommate must agree to the guest(s) being present.

A maximum number of two guests at a time are allowed per resident.

Parents, legal guardians, and siblings may be exempt.

The resident must meet their guest(s) at the front desk to check them in and out. Guests are to be escorted at all times and are not to be left in a room/suite without their host.

The host is responsible for their guests' behavior. Guests must abide by the same policies as residents. If a guest violates the Student Code of Conduct and/or Residential Living policies, they may be asked to leave the residence hall. If a guest violates policy, the host will be subject to the student conduct process. If the guest is a Washburn student, they will also be subject to the student conduct process.

Residents are prohibited from leaving their suite doors propped open or giving their iCards or room keys to guests.

It is against policy for a resident to allow entry into the residence halls to anyone that has been issued a Notice To Leave by the University. Residents should be aware of those following behind them when entering Residential Living facilities. You should not allow access to a Residential Living facility to someone you don't know.

Guests must be accompanied by the host who checked them in at all times. If a guest wishes to be hosted by a different resident, they must check out with the original host and check back in with their new host.

If a host no longer wishes to escort a guest, the guest must be checked out at the front desk and escorted out of the residence hall.

**Overnight Guests**

An Overnight Guest is defined as anyone who is not assigned to the room in which they are present past 11:00 PM.

Overnight Guests may not stay without the permission of everyone in the suite/apartment. Overnight Guests must be checked in at the front desk by midnight (11:59 PM) each night.

Overnight Guests must be accompanied at all times by the host that checked them in. Hosts must not leave their guest alone in the room or suite. If guests are found to be unregistered, they may be escorted out of the facility.

Residents may have Overnight Guests no more than three consecutive nights.

A maximum of two Overnight Guests per resident may stay over per night.

Overnight Guests must abide by the Residential Living Handbook and the Student Code of Conduct. If a guest violates policy:

- The host will be subject to the student conduct process.
The guest may be asked to leave the residence halls.
If the guest is a Washburn student, they will be subject to the student conduct process.
Overnight guests must obtain permission from the roommate/suitemate to use any University furnishings (bed, desk chair, etc.)
Keys or iCards will NOT be issued to overnight guests. Residents should not leave their suite doors propped open or give their iCards or room keys to overnight guests.

During Break Periods:
Residents must have prior approval from the Residential Living Office and their roommate and suitemates (written roommate and suitemates’ approval must be sent to resliving@washburn.edu) in order to get approval for guests. Residents are expected to follow the same guidelines for guests and visitors as described in the Guests section.

Halogen or Torchiere Lamps
Due to fire safety concerns, halogen or torchiere lamps are prohibited in the residence halls.

Improper Check-in/Move-in
Students who do not complete a Room Condition Report (RCR) within 48 hours of moving into the residence halls will be charged $25 for improper check-in. RCRs protect the resident from being assessed a damage charge for damages already present in their room at the time of check-in. Students who move into a space they are not assigned to, or who have not received permission to reside in that location will be charged $100 for using room space not reserved/paid for.

Insurance
The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the residence halls. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Topeka area for further information.

Keys/Card Access
For Living Learning Center and Lincoln Hall residents, access into rooms is by key and access into suite doors and exterior doors of the building is by iCard followed by a four-digit pin number. Washburn Village residents will need to use their ID cards and their PIN number to get through the exterior gate that surrounds the Village courtyard. Each resident has their own individual PIN number.
*Note: If after entering your PIN, a yellow light flashes before you are given access, please report to the front desk, as this typically indicates the battery is running low and needs to be replaced. Reporting a low suite door battery early helps to prevent inconvenience later in the semester.

Students who have checked-out a temp card/key from the Residential Living Office/Washburn Village front desk and fail to return them by the next business day will be charged $25. It is important to report lost keys or an ID IMMEDIATELY to either your RA or to the Residential Living Office.

Please report any non-working or broken door locks or access card mechanisms to the Residential Living Office immediately. Please do NOT attempt to fix these items yourself. Residents who attempt to fix locks or access card mechanisms or intentionally abuse them may be charged for any damages and may be subject to the student conduct process.

**Only keys issued by the Residential Living Office and cards issued by the Ichabod Service Center are permitted. Duplication of keys is strictly forbidden. To ensure safety of the community, residents are not permitted to let anyone else use their room key or iCard. Unauthorized keys or cards will be confiscated, and the student in possession of these item(s) will be subject to the student conduct process, as well as the rightful owner.**

**Lock-Outs**

Residents should carry their keys/access cards with them at all times. If a resident is locked out, they will need to contact the RA on Duty and meet them in the main lobby. The RA on Duty will let them into the room. Because forgetting keys may turn into a habit, residents are issued one (1) free lock-out a semester. After the initial lockout, a $25 lock-out fee for each additional lock-out will be assessed. Lost keys and cards must be reported to the Residential Living Office or RA on Duty immediately.

**Replacement costs:**

- Mailbox key: **$10**
- Room/suite key: **$25**
- Room/suite lock: **$85**
- Cards: **$10 for each replacement**
Due to the difference in building setup, replacement keys are handled differently. Washburn Village residents who lose a key will be charged $25 for the replacement of each key and $85 for each new lock. Living Learning Center and Lincoln Hall residents who lose a key will be charged for the cost of lost keys. Lost keys are replaced through the Residential Living Office. To receive a new iCard, you must stop by the Ichabod Service Center between 8 a.m. and 5 p.m., Monday through Friday.

Lofts
Lofts (loft kits, homemade bed lofts) are not permitted in the LLC, Washburn Village or the Phi Delta Theta House, but these beds are designed to be bunked. The use of bed risers (designed specifically for this purpose) is permitted.

Beds in Lincoln Hall are designed to be lofted and/or bunked or be configured in numerous ways.

Microwaves
Microwaves are allowed in student rooms and must be of 1100 watts or less. Unattended cooking which causes damage to property, University or personal, or that cause a fire alarm may result in student conduct action.

Mistreatment of Staff
Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and student conduct action may be taken.

Pets
For the purposes of health and sanitation, fish are the only pets permitted in residence halls. Fish tanks are to be no larger than 20 gallons. All other types of pets are not permitted. Students will be assessed a $20.00 fine per day that an unauthorized pet remains in the residential community and will also go through the student conduct process. It is important for residents to understand that Emotional Support Animals are different than pets, and their owners have gone through a process to have their animal approved to live on campus. Residents should not leave pets over break periods. Residents with Emotional Support Animals should follow the guidelines outlined in the Assistance Animal Agreement. Service animals are animals trained to perform a task and are not Emotional Support Animals or pets. A service animal does not have to be approved and is allowed by federal law to be in any place that its handler is. Service Animal owners do need to complete an Assistance Animal Agreement.
Postings and Mailbox Stuffers
Flyers and signs to be posted in the residence halls (with the exception of Residential living and WRC signs) must first be approved by the Office of Student Life (Morgan 240) and then by the Residential Living Office. Each office has an approval stamp. Non-residents may advertise in the halls, but they may not post the information themselves. The Residential Living staff are the only people permitted to post flyers and signs approved and stamped by both of these offices. Flyers and signs not stamped, or not posted in designated spots, will be removed.

Posting flyers directly on painted walls may result in damage. Persons or organizations that are posting flyers without approval, and that are causing damage to the facilities, may be subject to the student conduct process. Items to go in student mailboxes must be from a University sponsored organization/department and indicate a specific time/date/location of the event being advertised.

Quiet and Courtesy Hours
Noise and other distractions which interfere with a resident’s right to a productive learning environment, are prohibited. Courtesy hours: are in effect at all times in the residence halls. This means that noise (televisions, laptops, instruments, music, voices) in room and/or suites and public areas must be maintained at levels that will not interfere with the study or sleep of other residents. Quiet hours: are maintained to provide a suitable atmosphere for residents to study, do homework, to sleep and just enjoy time to themselves. When quiet hours are in effect, no noise should be heard outside one’s room. Residents should refrain from loud noise or conversation in hallways and common rooms. Noise in outside walkways and on the grounds directly around the residence halls should not unduly disturb others.

Quiet hours are as follows:
Sunday through Thursday, 11:00 p.m. until 9:00 a.m.
Friday and Saturday, 12:00 a.m. until 9:00 a.m.
Final Exam Weeks: 24-hour quiet hours begin at 12:01 AM Saturday before finals week begins.

It is important that each resident assume some responsibility for maintaining quiet and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when addressing noise concerns, especially since they may not realize they are disturbing others. They will appreciate your coming to them first. Similarly, if a fellow community approaches you about your noise level, you should respect their request or attempt to compromise. If noise persists, or if you encounter an uncooperative resident, please contact the RA on Duty. The staff member will help to resolve the situation.
Roommate Conflict

Residents are expected to resolve disputes or conflict in a cooperative manner. All parties in a conflict should work to create a compromise. Fights will not be tolerated in any Residential Living facility. Residents are encouraged to seek staff assistance to mediate disputes when necessary. If the issue is not resolved after mediation, follow-up with the staff member assisting you to discuss next steps.

Room Condition Reports (RCR)

Visit the online Housing Portal via your MyWashburn account to complete your Room Condition report within 48 hours of checking into your room. Once the link has taken you to the Housing Portal, you will see the Room Condition tab as an option next to the Application and Maintenance Request tabs. You will need to review the condition of all the items in your room, and you will have the option of accepting or not accepting the current conditions of each item in your room/suite. While not required, there is the ability to leave comments in the comment boxes anywhere you want to add additional information about the condition of each item. The first person to move in will be responsible for filling out the Room Condition report for all shared spaces. There is an improper check-in fee of $25 for not completing this form.

Room Entry

Officials and/or employees of Washburn University reserve the right to enter student rooms to conduct health and safety inspections, to make repairs or conduct maintenance on University-owned property, to take action as may be necessary in an emergency, or to maintain an appropriate living environment in the residence halls. Generally, student rooms are not entered before 10 AM or when the occupants are not available, unless a maintenance request was submitted. On occasion, student rooms will be entered without permission when the occupants are present. This will occur only if there is reasonable belief that the residents or other members of the community are in immediate danger, or to address any building issue that is actively creating a problem for the community (ex: water leak, etc).

Room/Roommate Changes

Room/Roommate changes that have not been approved and/or storage of belongings in a vacant room, or vacant half of the room will result in a $100 Improper Room Change fee per resident involved in the change (See above section named Proper Room/Roommate Changes for additional details on process).
Room Inspections

Regularly scheduled room inspections will be conducted throughout the year (minimum of one a semester, usually about once a month). Inspection dates and times will be posted in the halls a minimum of 24 hours prior to the inspection. Residents need not be present for the inspection. Residential Living staff will check for emptied trash, potential health or safety concerns, damages, policy violations and maintenance needs. If the staff finds a situation that is potentially unsafe, they will ask the resident to correct it or will take other action as necessary. Rooms failing the inspection will be rechecked until the situation is corrected and residents of the room will be documented and sent through the student conduct process. Any illegal or prohibited items found in plain view during room inspections will be documented and appropriate conduct procedures will be followed.

Smoking and Tobacco Use

All residence halls are non-smoking facilities. Smoking and tobacco use are NOT permitted anywhere in the residence halls, including in student rooms, common spaces, hallways, balconies or patios, stairwells or floor landings. Smoking and tobacco products include all forms of smoking and tobacco use, including but not limited to, cigarettes, cigars, pipe tobacco, electronic cigarettes, vapor-delivery devices, and chewing tobacco. If you choose to smoke outside the buildings, cigarette butts and ashes must be disposed of in ashtrays. Please do NOT throw cigarette butts on the grounds, in trash containers or into any other inappropriate location. Inappropriately disposed cigarette butts will result in a community damage charge. Washburn University policy restricts tobacco use of any kind to a limited number of designated “smoking” areas on each campus. Please note – this applies to tobacco use of any kind including chewing tobacco and vapor delivery systems (both tobacco and non-tobacco.) All smoking/tobacco use must be done in the designated smoking area (where ash trays have been placed by University staff). For more information about designated smoking and tobacco use areas, please see Washburn University’s Smoking and Tobacco Use policy.

Solicitation

Door to door solicitation is not permitted in any residence hall. Students should call University police at 785-670-1153 should they encounter a solicitor.
Sports and Other Activities

To avoid building damage and for safety reasons, residents may not engage in activity designed to take
place outdoors or in gymnasiums while inside the facilities. Examples include but are not limited to
playing football, having water fights, throwing water balloons or snowballs or using bicycles, scooters,
hoverboards, skateboards or rollerblades, etc. inside the residence halls. If you are unsure if an activity is
allowed, please contact Residential Living staff. These sports and activities are encouraged outdoors, on
the grounds between the buildings. The throwing or propelling of any objects indoors or toward the
residence halls is prohibited.

Student/Academic Load

Students living in the residence halls must carry a minimum load of twelve (12) credit hours. If a student
drops below 12 hours, it is the responsibility of the student to notify the Residential Living Office
immediately. Written permission from the Director of Residential Living or Assistant Director is required
to remain in the hall. During the final semester before graduation, residents only have to maintain the
required credits left for them to graduate.

Vandalism

Damage of university facilities or property is prohibited and will result in student conduct action.

Weapons

The unauthorized use of any weapons in the residence halls and on-campus is strictly prohibited. A
weapon is defined as any object, including toys, or substance designed to threaten, inflict a wound, cause
injury or incapacitate an individual.

Windows

At no time is anything to be thrown out of a residence hall window. In addition, windows should not be
used as an entry into the facility. No decorations (including, but not limited to, flags, stickers,
posters/signs/ marker boards, tapestries, plastic, aluminum, and cardboard) may be placed in, on, or
over windows. Traditional blinds and cloth curtains are the only items that may be placed over windows.
Note: curtains may not include any of the items listed above that are prohibited from being placed
on windows. Window screens may NOT be removed except in emergency situations. A charge will be
assessed for screen replacement.
Student Conduct

Residence Hall Conduct Code and Policies
The central mission of Washburn University is to provide an opportunity for education, and each Residential Living facility focuses on providing an atmosphere favorable for education. Therefore, it is important residents conduct themselves in a manner which will be conducive to learning. As Washburn University students, residents are subject to the Washburn University Student Conduct Code.
Additional guidelines and policies, which apply specifically to the group living situation found in Residential Living facilities, are listed throughout this handbook. These policies apply to all residents, as well as visitors to the halls. Residents of the hall who choose to have a guest are responsible for their guest’s behavior and actions.

**Roommate/Suitemate Accountability**

A resident commits a violation of the Student Conduct Code and/or Residential Living Handbook policies when they aid another student in violating a policy, if they fail to immediately leave a situation where a violation is occurring, and/or if they are present while a violation is occurring and fail to report the alleged violation to Residential Living staff. Residents should not retaliate against other residents or staff members for reporting an alleged policy violation.

**Reporting Alleged Policy Violations**

There is no time limit on reporting violations of the Residential Living Handbook; however, the longer someone waits to report an offense, the harder it becomes to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit Washburn University’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to your building’s RLC, the Residential Living Office (785-670-1065) and/or to the Washburn University Police Department (785-670-1153).

**Philosophy**

The student conduct process is intended to be educational, whereby a student’s behavior is affected positively. Residence hall policies have been established to maintain a positive, orderly community environment. All violations will be handled on an individual basis, first by the residence hall staff member present, and then by the RLCs, or possibly the Director of Residential Living and/or Associate Vice President for Student Life depending on the violation.
When an alleged policy violation occurs, the student(s) will be confronted by a residence hall staff member regarding the inappropriate behavior. Students are asked to cooperate fully with the directions of the Desk Assistant (DA), Resident Assistant (RA), Washburn University Police, House Director, Residential Living Coordinator (RLC) or any University Official. After the incident, the staff member will complete an Incident Report. Students also have the opportunity to complete Incident Reports if they witness a violation(s) of policy. If asked, each student involved in the alleged violation will be given the opportunity to see a summary of the report.

The violation of certain federal, state and/or local laws may warrant immediate action by the Associate Vice President for Student Life, bypassing normal residence hall student conduct procedures. Examples include, but are not limited to, alcohol violations, the possession or selling of narcotic drugs, the use of an operable firearm or explosive material, acts of gross misconduct, or multiple policy violations. Please visit Washburn.edu/knowthecode for more information on the Student Code of Conduct or to report an alleged policy violation.

Consequences of policy violations may include, but are not limited to, the following: verbal and/or written warning, residence hall probation, fines, community service, creative sanctions, or dismissal from the residence halls/apt/house. For a complete list of sanctions, please refer to the Student Conduct Code.

A decision reached by, or sanction imposed by, the Student Conduct Administrator may be appealed by the Respondent(s) or Complainant(s) to an Appeals Board within five (5) school days of the decision, barring exigent circumstances. Any exceptions are made at the discretion of the Associate Vice President for Student Life. Failure to file an appeal within the required time period will constitute, and will be construed as, full acceptance of the findings by all parties. Appeal requests must be made in writing and shall be delivered to the Associate Vice President for Student Life. The University reserves the right to require a student to move from a Residential Living facility prior to and/or during an appeals process. This will only be done in cases where, in the judgment of Associate Vice President for Student Life and Director of Residential Living, the student’s continued residency may jeopardize the physical well-being of him/herself, other residents and/or staff.
Safety & Security

General Recommendations

Your personal safety and security, as well as the safety of your belongings, is of utmost concern to the University. It also needs to be your number one concern. Residential Living facilities are designed to provide you with a safe environment (secure locks, outside lighting) but many of the necessary precautions are ones each individual must take.
Take the Following Precautions:

- Lock your doors. Your suite and bedroom doors are the first line of defense against most crimes.
- Carry your key/card at all times and do not leave a door open for your roommate, suitemate, or other guest. Guests should be greeted at the front desk (Lincoln, LLC & WV).
- Lock your windows when you are away from your room.
- Do not let people walk behind you through controlled access doors or gates, unless you are sure they are residents of the building.
- Do not prop open locked doors or fire doors.
- Do not let strangers onto your floor or into your suite, direct them to the front desk at Lincoln Hall, the LLC and/or Village.
- Report potentially dangerous individuals to WUPD at 785-670-1153.
- Be mindful when out after dark. Take a friend with you while walking on campus or call WUPD for an escort rather than return alone. Stay on well-lighted sidewalks; don’t cut across unlighted sections of campus or Topeka.

Don’t leave valuables in your car where they can be seen. Store items in the trunk and take packages inside. Always lock your car.

How to Get Help

Don’t be afraid to call for help when you need it. It is important to report all crime or reasonably suspicious activity Washburn University Police. Anything that makes you uneasy should probably be reported. If you’re not sure what kind of help you need, call the Residential Living Office (open Monday – Friday from 8:00 a.m. to 5:00 p.m.), the RA on Duty, or WUPD. There’s someone close who can help with any situation.

You may also text Washburn Policy using the same number (785-670-1153) if you are in a situation where you cannot call.

To report an incident of discrimination, harassment, or sexual violence contact Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator/ADA Coordinator at 785-670-1509 or by email at eodirector@washburn.edu
Reporting a Crime

Emergencies can be reported directly to WUPD at 785-670-1153, or to Residential Living Staff, who will then call WUPD. If WUPD or 911 are your first call, it is encouraged to contact your RA or the RA on Duty next so they can assist you until WUPD arrives.

Residential Living Staff are usually asked to assist the police because of their knowledge of campus and the residence halls. Crimes such as theft or vandalism may also be reported, especially if you know who may be responsible. Reporting suspected crime or other problematic behavior does not necessarily mean you must agree to prosecute. The report itself can help WUPD or the Topeka Police follow crime patterns, etc. even if you are uninterested in pressing charges in a particular instance. RAs will respect your concern for confidentiality, whenever possible, when filing reports.

Feel free to reach out to your RA, another member of Residential Living Staff, or WUPD for more information on campus safety.

Missing Person Policy

Vice President for Student Life or designee shall inform all campus residents of the following:

- Students may report a concern that a campus resident Student is missing to a Resident Assistant, House Director, Residential Living Coordinator and/or the Director or Assistant Director of Residential Living;
- Student may designate an individual to be contacted by the University not later than 24 hours after the student is determined to be a missing student;
- Student may designate another individual as a confidential contact in the event the student is determined to be missing for a period of more than 24 hours;
- Parents of students under 18 years of age and not emancipated will be notified if the student has been missing for 24 hours
- University Police Department will be notified immediately after a student has been determined missing.
- “Missing Student” means a campus resident student whose whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable people as highly unusual or suspicious in consideration of such student’s behavior, patterns, plans, or routines.
If the Fire Alarm Goes Off:

- Don’t panic.
- Quickly grab your keys and iCard, shoes and a jacket if necessary. These items should be kept in an easily accessible place at all times.
- Gently feel the doorknob before opening the door. If it is cool, proceed to open the door slightly and check for heat or smoke.
- If no heat or smoke is present, close your room door and proceed quickly, but with caution to the nearest exit or stairwell. Do NOT use the elevators.
- Your RA or Residential Living Staff will designate a meeting point for your floor/building ahead of time. Upon exiting, go to this point. If you cannot remember where the designated meeting point is, stand at least 200 feet away from the building. Do NOT remain in stairwells or on walkways.
- University Police and the Fire Department will identify the cause of the alarm and when your safety is no longer in danger you will be notified of when you may re-enter the building.
- All alarms should be treated as if a fire may be present. Residents found remaining in their rooms will be subject to the student conduct process and possibly a fine. Failure to comply with a University official (including Residential Living staff) may result in student conduct action. For evacuations taking longer than 5 minutes, it will be assumed that the student was not making a conscious attempt to leave.
- Residential Living Staff and WUPD will be notified of residents with visual, physical or hearing impairments and of their location in the buildings.

If You Are Aware of a Fire:

- Proceed as listed above. If smoke is present, maintain a crouched position because heat and smoke rise.
- Check the doorknob. If the doorknob is hot, don’t open the door.
- Seal up cracks around the doors using sheets, pieces of clothing or whatever is handy.
- Hang an object from the window to attract attention.
- If there is a phone, call University Police at 785-670-1153 and/or the Topeka Fire Department at 911 and report that you are trapped in your room. Be sure to give any important location information and wait for the dispatcher to ask you any questions.
If you are able to proceed through the door, and the hallway is filled with smoke, move quickly in a crouched position to the nearest clear exit. If possible, place a wet towel or cloth over your head and face, taking short breaths through your nose. Cover your body with something that can be easily discarded if it catches on fire.

When you leave your room, remember to shut the doors tightly behind you to protect your room and belongings from smoke and fire damage.

If all exits are blocked, return to your room. Open a window if it is safe (don’t break out the window; you may need to shut it again). Signal through the open window.

If exits are clear, proceed outside to a pre-designated fire evacuation staging area. Follow the directions of the police and firefighters.

Always try to remain calm and never re-enter a building to try to save personal possessions.

**Fire Equipment**

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers and alarms) within all of the Residential Living facilities. Tampering of such equipment or setting off false fire alarms will result in student conduct action. It is a misdemeanor to tamper with fire equipment.

**False Fire Alarms**

Washburn University and the Topeka Fire Department take false fire alarms very seriously. It is important that you be aware of the dangers as well as the consequences of such an act. Initiating a false alarm is a Class A misdemeanor. If convicted, a person could be sentenced for up to one year in the county jail and/or a fine of up to $2500. Washburn students will also be adjudicated through the University’s student conduct process.

**Shelter in Place:**

This “Shelter in Place” policy will be used to manage the response during and after an incident. “Shelter in Place” is triggered primarily by current events on campus, such as a suspected criminal/ criminal activity on campus, severe weather, or chemical spills. If an active threat exists, a Shelter In Place announcement may be issued via iAlerts, Phone, Email, and/or Website Announcements.
Active Shooter on Campus

An active shooter is a person(s) who appears to be actively engaged in shooting/killing or attempting to shoot/kill people in a populated area. These situations normally evolve rapidly.

Active Shooter Procedure:

1. An iAlert will be sent stating shelter in place procedures are in place.
2. If their building is not directly affected, Residential Living staff will lock exterior doors and assist residents as possible.
3. All occupants will lock their respective room doors, close and lock open windows and close blinds or curtains. Employees will lock office/work area doors.
4. All occupants will silence electronic devices, extinguish interior lighting, and position themselves as low to the floor as possible keeping out of line of sight of exterior windows.
5. Once in place, all occupants will remain motionless and silent.
6. Residential Living Staff and/or WUPD will secure all exterior entrances.
7. All occupants will remain in position until notified all clear by law enforcement. Occupants will keep silent in their rooms. In some situations, law enforcement may evacuate the premises.
8. Occupants should not unlock or open doors for any person(s) unless they are certain no threat exists.

Hazardous Chemicals

In a situation where a serious hazardous chemical spill has quickly caused a toxic atmosphere, it may be more dangerous to go through those toxic vapors or to attempt to outrun them than to stay in an existing structure. “Shelter in Place” means to enter a building not affected by the spill and remain there during the emergency. “Shelter in Place” is a viable option for protection against exposure to potentially dangerous airborne chemicals during an emergency. Examples of How to Accomplish Shelter In Place Measures

Residential Living Staff may coordinate some of these activities with Facilities Services:

- Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked.)
- Ventilation systems should be turned off so no outside air is drawn into the structure.
- Turn off all heating systems and all air-conditioners and switch inlets to the “closed” position. Seal any gaps around window type air-conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
- Turn off all the exhaust fans in kitchens, bathrooms and attics, and cover the openings with plastic wrap or plastic sheeting.
Residential Living Handbook

- Close as many internal doors as possible in the structure you are in.
- You may need to relocate to a higher level of the structure, as most of the chemicals that are of concern are heavier than air and will settle in the basement.
- Select a room in the building that is comfortable and easy to seal off. The room should, if possible, provide access to water, toilet facilities, and have adequate room for people to sit.

Student Awareness Tips

- If the vapor begins to bother you, place a wet cloth over your nose and mouth. For a higher degree of protection, go into the bathroom, close the door and turn on the shower in a strong spray to “wash” the air. Seal any opening to the outside of the bathroom as best you can.
- Make sure to have a battery-powered radio and a flashlight in case the power goes out.
- Once in the room, seal windows, air vents, and exhaust fans with plastic sheeting and duct tape.
- In some homes, light switches and electrical outlets on outside walls are sources of air infiltration and should also be sealed with duct tape and plastic.
- Seal around the door with duct tape. If the space under the door is too big to seal with tape, try stuffing a damp towel under the door.
- Continue to listen to the radio or TV for emergency information and updates on the incident. Don’t call 9-1-1 unless there is an additional emergency like a fire or a serious injury.
- Keep phone available.

Severe Weather

Tornado Warning Tornado refuge area locations can be found on My Washburn with the campus safety information. Shelter locations are listed on the Safety-Planning and Emergency Management Web page.

- Benton Hall basement
- Bradbury Thompson Center basement
- Garvey Fine Arts Center basement
- Henderson Learning Resources basement KTWU basement
- Mabee Library lower level Law School & Law Clinic basement
- Morgan Hall basement, West wing
- Stoffer Science Hall basement
- Petro Allied Health Center lower level corridors
- Washburn Village basement of commons building
- Lincoln Hall ground floor
Tornado shelters are equipped with red emergency (911) phones. Once the handset is lifted, it will automatically dial 911 and reach Shawnee County Emergency Dispatch. The phones should only be used for reporting emergencies such as health or safety issues and not for personal use. WUPD is able to call the phones to announce to occupants of the area when a tornado warning has been lifted and it is safe to exit the tornado shelters.

A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. One may continue normal activities, but supervisors should assign someone to monitor the situation.

A **severe thunderstorm warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

A **tornado watch** is when conditions are favorable for tornadoes. One may continue normal activities, but residents should monitor the situation as it progresses.

A **tornado warning** is when a tornado is occurring in the area. Seek shelter immediately! Proceed to the designated tornado refuge area in the building; if there is no designated tornado refuge area in your building, go to an interior hallway or other enclosed area on a lower floor, away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if outside or in a vehicle.

When a **tornado warning** has been issued, it means **TAKE COVER IMMEDIATELY**. Outside sirens will sound when a warning is announced (for those not familiar, Shawnee County Emergency Management conducts a test of the sirens at noon each Monday). Weather conditions may be monitored on local Topeka radio and television stations; NOAA weather alert radios also have the most up-to-date weather information.
If you are in the residence halls at the time of a warning:

- Lincoln Hall Residents:
  - 2nd and 3rd floor: Go to the basement on Lower Level of Lincoln Hall
  - The remainder of the students may remain in their room moving into the foyer area/bathroom and closing the bedroom doors
  - LOWER LEVEL STUDENTS are under no obligation to allow other residents into their rooms during a tornado warning

- Living Learning Center Residents:
  - 4th Floor: Go to the Mechanical Room in the Lower Level of the LLC
  - 3rd Floor West: Go to the Boiler Room in the Lower Level of the LLC The remainder of the students: may remain in their room moving into the foyer area/bathroom and closing the bedroom doors
  - LOWER LEVEL STUDENTS are under no obligation to allow other residents into their rooms during a tornado warning

- Washburn Village Residents: Go to the basement of the Commons building

- Phi Delta Theta House Residents: Go to the basement of the building (see tornado diagram that are located in the building for locations)
Additional Services & Information
Residential Living Handbook

Accommodations Requests
Students who require an accommodation are to contact the Office of Diversity and Inclusion to submit your request. Once you have registered with the Office of Diversity and Inclusion, have submitted your request, and it has been verified, they will work with us to help provide you with an option that will meet your needs.

You can contact them by: Voice: 785-670-1629. TDD: 785-670-1025 Morgan Hall, Room 105
Approval for emotional support animals begins by contacting the Office of Diversity and Inclusion.

Activity/Game Room
The activity/game room is located on the second floor of the Living Learning Center (LLC) and can be accessed by LLC residents by using their iCard. Vending machines, a pool table, a ping pong table, and a TV are located in the Activity Room. LLC residents must check out game equipment from the front desk and return it in as good of condition as they received it to avoid a broken equipment fine.

Classrooms (LLC)
There are three classrooms/seminar rooms located in the Living Learning Center. These rooms may be reserved for programs depending on space availability. To reserve these rooms, contact University Scheduling at 785-670-1725 or universityscheduling@washburn.edu.

Conference Room (Lincoln)
Lincoln Hall has a small conference room that can be reserved for study groups. To reserve this room, contact Lincoln RLC Kaylianne Weber at kaylianne.weber@washburn.edu

Exterior Doors
At the Living Learning Center, the south door near the front desk, the east door near Memorial Union, and the door in the breezeway connecting the Union to the LLC are the only doors unlocked for entrance. After 11:00pm, the south door and east door will be locked and will only be accessible to residents. All other doors are exit-only. Any student entering the building after 9:00pm is required to swipe in at the LLC Front Desk.

At Lincoln Hall, the south door near the front desk of, and the door in the breezeway connecting Lincoln Dining to Lincoln Hall are the only doors accessible to residents for entrance. The Lincoln Dining door will be locked after 11:00pm. The north door on the lower level is exit-only. Any student entering the building after 9:00pm is required to swipe in at the LLC Front Desk.

The door to the Village Commons will be locked for entrance at 12:00am Sunday-Thursday and 2:00am Friday and Saturday.
Equipment Check-Out

Game equipment, vacuums, brooms, and limited cleaning supplies are available at the front desks of Lincoln Hall, the Living Learning Center, and the Washburn Village. To check-out these items, you must leave a valid driver’s license or other state approved identification. When you return the item, your license will be returned. Do not pass these items on to someone else without first having the person check with the front desk. You are responsible for any items you check out that are lost or damaged. Please report any problems with equipment right away so it can be repaired.

Heating/Cooling

In the Living Learning Center heating and cooling are controlled by Washburn’s Facilities Services Office and are regulated per suite. It is important for residents in the Living Learning Center to sit down with their suite mates to discuss heating and cooling preferences. Please notify the Residential Living Office of any temperature needs, after checking with all suite mates/roommates. Thermostats in the Washburn Village and Lincoln Hall can be changed by the residents, once everyone in the suite has discussed and agreed upon a temperature setting.

Kitchens

Kitchen facilities are located in the middle of each floor of the Living Learning Center and the lower level and second floor of Lincoln Hall. These kitchens will be available for student use from 9:00 a.m. until 11:00 p.m. These facilities are provided in all residence halls for convenience and are not meant as a replacement of Washburn’s dining services or for food storage. Kitchens are provided as a privilege, and the Residential Living staff reserves the right to limit or discontinue access to the kitchens, if necessary, for safety reasons. These facilities are not meant to be used to cook grease-laden foods (foods that use or give off large amounts of grease). Please be mindful when cooking.

Residents are responsible for cleaning up after themselves by:

- Wiping down sinks, counters, stoves and tables.
- Do not put food down the sinks as there are no garbage disposals.
- Cleaning up spills and disposing of leftover food and crumbs.
- Cleaning out microwaves.
- Cleaning all dishes used.
- Throwing out excess food in refrigerators.
Items used for cooking should be removed after use. Dishes and opened food left in kitchens for more than 24 hours will be removed by staff and discarded. As a safety precaution, do not leave food that is cooking unattended. Be sure to turn off all appliances after use. Kitchens may be closed by Residential Living or privileges revoked for any of the following reasons:

- Equipment/Safety concerns
- Misuse of kitchen equipment
- Failure of residents to keep kitchen clean after use

**Laundry Facilities**

Laundry rooms are located in the commons building of the Washburn Village, on the second floor of the Living Learning Center, and 2nd West and Lower Level of Lincoln Hall. The machines are both coin and card-operated. Please report any broken or vandalized machines to the Residential Living staff at the front desk or via (see “Refunds” section). Please be as specific as possible about the problem and include the number of the machine. Washers and dryers should be emptied immediately upon completion of their cycles. We offer a Laundry Alert system which shows how many machines are currently available and can notify you when your machine is done. However, it is beneficial for residents to sit with their laundry if able. Clothes left in the laundry room for more than one week will be considered abandoned property and will be treated as such by staff. Please see abandoned property section for more details.

The University is not responsible for the loss and/or damage to students’ belongings. Laundry rooms are for the residents who live in that hall.

**Lounges**

Lounges are located in the Village Commons Building, throughout the Living Learning Center and 1st West and 3rd East in Lincoln Hall. Lounges are to be used for studying, watching television and socializing. Television volumes, conversations and other noises should be kept at a reasonable level in these areas. Residents are responsible for keeping lounges clean and for returning furniture to its proper place after use. All furniture must stay in the lounge and may not be removed. Residents who move Residential Living furniture without prior approval will be charged and will go through the student accountability process. Please take note of programming, meeting flyers, and signs, as these activities may take place in the lounges.
It is very important that a forwarding address card is filled out during check-out. The RAs will give residents this form prior to check-out and it must be returned to them or the Residential Living office. Temporary change of address cards may be filled out during semester or summer breaks if you are returning to the halls, but are expecting mail in the meantime. To change a current address a student can go to the Self Service menu on the MyWashburn website.

**Maintenance**
Residents can complete maintenance requests by going to the Housing Portal through their MyWashburn. The maintenance request tab will be located across the top, and you need only complete the listed prompts. Try to be specific about the problem and report it as early in the day as possible, so the work can be scheduled and the issue can be repaired as soon as possible. Residents should complete maintenance requests for problems while they are small (e.g., a drain becoming clogged) so they may be addressed proactively. Please understand that submitting a maintenance request does give permission for maintenance personnel to enter your room in your absence to address the concern. Maintenance personnel typically enter rooms between 10:00 a.m. and 5:00 p.m. to complete requested maintenance work orders and/or to address emergency situations (electrical problems, etc.) that may arise.

**Important Note:** Please submit only one issue per request, and report any urgent issues or emergencies to the RA on Duty immediately. Concerns of requests that have not been completed within a reasonable amount of time can be sent to resliving@washburn.edu.

**Motorcycles & Mopeds**
Fuel-operated vehicles (e.g., mopeds, motorcycles) must be parked in the parking lot. These vehicles may not be parked inside the residence halls or on the walkways. If any of these vehicles are found to be in violation of this policy, removal will be at the expense of the owner.

**Parking**
Most of campus is considered open parking. Parking is first-come, first-served in most areas surrounding the residence halls. A parking sticker is not required. Please note, however, that in the reserved lot north of the Living Learning Center, and north of Lincoln Hall, there is no overnight parking (2:00 a.m.-5:00 a.m.). Vehicles parked overnight will be ticketed. The circle drives to the north and south of Living Learning Center and south of Lincoln Hall are fire lanes and parking is not permitted (exceptions may be made for designated move-in and move-out days.)
Plants
Potted plants may not be placed on walkway railings. All potted plants need to have a protective saucer under them. Water damage due to plants is at the expense of the residents who live within the suite.

Pest Control
Pest control services are scheduled throughout the term on a regular basis. It is important that residents let the Residential Living office know if their room will need these services. Proper cleaning, storage of food items, and disposal of pizza boxes and other food containers should prevent pest infestations. If these precautions are not taken and pest control services must be called, you will be charged for the visit.

Phones
There are community phones located at every front desk (LLC, Lincoln, the Village) that residents may use.

Reading Room (LLC)
The reading room is located in the Living Learning Center. This is a great place to read, study, or visit with a professor. Books, newspapers and magazines are provided for residents’ use.

Refrigerators
Refrigerators are permitted in the residence halls, if they are 4.5 cubic feet or smaller, and do not use more than 1000 watts of electricity.

Recycling
Recycling bins are located in the kitchens and the elevator lounges of the Living Learning Center. In Lincoln Hall, recycling bins are located on every floor in the closets by the elevators. Please be considerate and throw trash into the appropriate containers.

Refunds
Report the loss of money in the vending or washing machines to the Residential Living Office (M-F 8a-5p) or to the Lincoln Hall, the LLC or WV front desks. Please be sure to report which machine is malfunctioning so it can be repaired promptly.
Summer
Housing Summer housing is available for Washburn students enrolled in classes over the Summer, or who will be living on campus the following Fall semester. Summer contracts are available online via MyWashburn beginning in April. Spaces are limited, so apply early!

Washburn Residential Council (WRC)
The Washburn Residential Council (WRC) is an organization for all residents. Members of a student board lead this council and plan activities throughout the school year for the entire on-campus community. The board consists of a president, a vice-president, a secretary, a treasurer, a program coordinator and representatives from each hall. All residents are encouraged to attend general WRC meetings. Besides planning social and educational activities, WRC also voices the opinions of the residence hall students to the university administration through the Residential Living Office. For information on how to get involved with WRC, contact your RA or the Residential Living Office. All residents living in the residence halls are automatically members.
Covid-19 Information
Residential Living’s Response to Covid-19
Residents acknowledge that the COVID-19 pandemic represents an ongoing health and safety risk, and that the University’s planning, policies, and operations – including in relation to Residential Living in particular – are subject to change at any time due to the pandemic.

The virus that causes COVID-19 can be spread from person-to-person, which means the risk of infection may increase in congregate or group living and dining situations that present greater opportunities for person-to-person contact. Residents acknowledge this risk and recognize that it is important that everyone do their part to help mitigate the spread of COVID-19.

Residents should stay informed of and follow the guidance from public health agencies like the Shawnee County Health Department, the Kansas Department of Health and Environment, and the Centers for Disease Control. In addition to following any specific directives from public health officials, including those relating to travel, quarantine, and isolation, Residents will be expected to follow the University’s general policies and protocols concerning COVID-19, as well as any specific directives, rules, or requests issued by Residential Life. Repeated refusal to adhere to the University’s face coverings policy may result in student conduct action up to and including the termination of a student’s room and board contract. Any student whose contract is terminated as a result of the student conduct process will be responsible for paying any cancellation fees associated with terminating a room and board contract early.

COVID-19 Guest Policy
We have developed maximum occupancy totals for each suite on campus by calculating the square footage to allow room for physical distancing. These occupancies are as follows:

- Lincoln 6-person suites: 9 people
- Lincoln 4-person suites: 7 people
- LLC 4-person suites: 8 people
- LLC single rooms: 3 people
- Village 2-person suite: 8 people
- Village 3-person suite: 9 people
- Village 4-person suite: 10 people

Additionally, to limit the spread of COVID-19, overnight guests will not be allowed unless prior approval has been given by the Residential Living Coordinator for your building. All other guest policy as outlined in the Residential Living Handbook will apply.
Face Coverings:
Washburn University is requiring that all students wear a face masks or cloth face coverings in all indoor public and common spaces which include the residence halls. While in the residence hall, you are required to wear a face covering everywhere besides your suite/apartment. Students who are unable to wear a mask for medical reasons should contact University Diversity and Inclusion by contacting (785) 670-1622 or emailing diversity.inclusion@washburn.edu.

If you do not have a cloth face mask(s), you can make one by following these instructions. Cloth face coverings should be washed after each use. They can either be washed with your regular laundry or washed by hand by mixing 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Please check your bleach to ensure it is intended for disinfecting. Be sure to open a window while using bleach. Soak your face covering in the bleach solution, then rinse thoroughly with cool water. You can lay/hang the mask flat to dry, preferably in direct sunlight.

Physical Distance (also known as social distancing)
Practice physical distancing by maintaining 6-feet distance between yourself and others. If it is not possible to be at least 6-feet from others, please limit the closer distance to less than 10 minutes. Consider taking the stairs instead of the elevator whenever possible. Do not ride elevators with residents who do not live in your suite and consider limiting your time in common spaces.

Additional Modifications
Residential Living have made modifications to keep our community safe. These modifications include hanging plexiglass barriers at our front desks, taping off 6-feet from the front desks, designating doors as entrance/exit doors, and increased signage that creates awareness. Upon request, Residential Living will offer meetings over Zoom to reduce face-to-face contact. Staff will comply with all University COVID-19 policies and guidelines. Staff are also planning physical-distanced programs and will limit occupancy in common spaces such as lounges.

Traveling
Residents should consult the Kansas Department of Health and Environment for their travel guidelines. If going out of state, it is recommended that you consult that state’s travel restrictions too.
Prevention
The best way to prevent illness is to avoid being exposed to this virus. The CDC recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Stay home when you are sick.
- Maintain physical distance guidelines by staying six feet away from others. Avoid contact with others, such as handshakes and embracing.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.
- Know the proper way to put on and remove a face mask.
- Frequently wash your hands with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water if hands are visibly dirty. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- For information about hand washing, see CDC’s Hand washing website. For information specific to healthcare, see CDC’s Hand Hygiene in Healthcare Settings.

Cleaning and Disinfecting
The CDC recommends routine cleaning of high touch surfaces such as light switches, handles, and doorknobs. Per the CDC’s recommendations, you should wear disposable gloves while cleaning. First, clean these surfaces with soap and water. You should then use a disinfectant on these surfaces. It is recommended that you open windows when cleaning with disinfectants. For safety tips on using disinfectants, please visit the CDC list of disinfectants.

You should also clean items like your cell phone, laptop, and/or tablet (use manufacturer’s instructions). Consider getting wipeable covers for these and/or using alcohol wipes on your electronic devices, such as phones, laptops, and tablets.

Students should ensure they are doing laundry routinely to keep their face coverings, clothing, sheets, and towels clean.
It is important to keep your room and suite clean. Areas such as bathrooms, toilets, and sinks should be cleaned and disinfected frequently. Personal items should not be left out on the sink or in the bathroom. Create a schedule and share the responsibility of maintaining a safe and healthy environment – this is a great use of roommate agreements. Residents are responsible for having their own cleaning supplies, but if you or someone else you know, is in a position where it is not feasible to have their own cleaning supplies, please reach out to your RA or stop by the front desk and let a staff member know.

If you are worried you may have potential COVID-19 related symptoms
Call your healthcare professional if you feel sick with fever, cough, or difficulty breathing, and have been in close contact with a person known to have COVID-19 or have recently traveled from an area with ongoing spread of COVID-19.

If you meet these criteria, isolate yourself and seek medical attention by calling your primary healthcare provider or Washburn University’s Student Health Services at 785-670-1470 (M-F from 10:00 a.m. – 4:00 p.m.). If it is after hours, then The University of Kansas Health Systems – St. Francis Campus (833-463-9362) or Stormont Vail Hospital (785-354-6000).

It is not advised to go to class, work, or spend time with others, until you have talked to a Healthcare Provider. It is important to not go to the Student Health Clinic or other Health Care Provider offices without calling first.

It is highly encouraged that students, faculty, and staff who need to self-quarantine or self-isolate contact Student Health Services (785-670-1470).

Differences between self-monitor, self-quarantine, and self-isolation

**Self-monitor** is for a person or group who have been asked to self-monitor for signs and symptoms of illness and to check their temperature twice daily for 14 days. People whom have only been instructed to self-monitor are able to go to work and class, but should still wear a mask, practice good hand hygiene, sneeze or cough into their elbow, and practice social distancing. If the person starts to develop signs and symptoms of illness while they are in their 14 day period, they should immediately begin self-isolation and contact Student Health Services or their primary care provider.

For questions or concerns about a policy or information included in this handbook, please contact your building’s Residential Living Coordinator, or the Residential Living Office at resliving@washburn.edu or 785-670-1065.
**Self-quarantine** is for people or groups who don’t currently have symptoms but were exposed to COVID-19. It is a prevention strategy used to monitor and separate well people who may have been exposed to a disease for a certain amount of time to see if they become ill. Quarantine helps prevent the spread of disease. Quarantine usually takes place in the home or where a person resides. Quarantine is used if you have recently traveled internationally or to/from a US state with widespread community transmission of COVID-19, or been on a cruise or river cruise, or if you have come into close contact with someone who has COVID-19. Please contact Student Health Services at 785-670-1470 or studenthealth@washburn.edu if you are unsure if you should self-quarantine. Quarantine lasts for 14 days after your last exposure to the disease. Once your quarantine period has ended, if you do not have symptoms of illness, you may return to your normal routine. Student Health Services is working with Washburn University, Washburn Tech, Washburn Tech East, and Washburn Tech Cosmetology to coordinate contact tracing. If you have been advised to quarantine by anyone other than Student Health Services, please notify Student Health Services at 785-670-1470 or email studenthealth@washburn.edu.

**What does this mean for my daily life?** During quarantine, stay in your room and avoid close contact with others. Do not attend school, work, or any other setting where you cannot maintain a 6-foot distance from other people. It is acceptable to leave your room/suite for exercise as long as you adhere to 6-foot social distancing guidelines and wear a mask that covers your nose and mouth. Plan to do your workout alone and stay close to where you live. Call or video chat with friends and loved ones. Standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often should continue to happen. If you are residence quarantine, monitor your symptoms and if you become ill and need medical attention, call Student Health Services at 785-670-1470 or your healthcare provider. If a student's status has moved from quarantine to isolation Residential Living will temporarily relocate the student.

**Self-Isolation:** is for people who are already sick with the disease. Isolation is a prevention strategy used to separate people who are sick with an infectious disease from people who are not sick. Isolation helps limit the spread of disease. Isolation can take place in the home or place of residence or a hospital. Healthcare providers often send patients to home-isolation when they no longer require medical attention. Use isolation if you are waiting for COVID-19 test results, have tested positive for COVID-19, or have symptoms of the disease without a test. Contact your healthcare provider or Student Health Services at 785-670-1470 if you are experiencing symptoms severe enough to seek healthcare.
If symptoms are mild, stay at home and isolate away from others. Isolation lasts for 10 days from the beginning of symptoms OR 72 hours after fever is gone without the use of fever reducing medicine and other symptoms have significantly improved, WHICHEVER IS LONGER.

For the health and safety of the community, students who need to self-isolate will temporarily be relocated. Please contact the Residential Living office at 785-670-1065 or your building’s Residential Living Coordinator and they will make the necessary arrangements to relocate you and to ensure that you will receive meals from Dining Services. Do not leave your room/suite unless it is an emergency. If you are in a suite with someone else, stay in your room by yourself and use the bathroom that has been designated for your use. Guest(s) are not permitted. Call or video-chat with friends and loved-ones. Standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often should be continued. Monitor your symptoms and if you need medical attention, contact Student Health Services at 785-670-1470 or your healthcare provider. If it is after 4:30 PM, contact Health Connections at 785-354-5225. If it is an emergency, please call 911.

**How do I know if I will need to relocate?**

These are the three different levels that Residential Living will use to assess if a resident should be temporarily relocated or if the situation is such that the student can self-quarantine in their own room – self-monitor, self-quarantine, and self-isolate. Here is one example, if there are two people in a suite and each have their own rooms and both individuals have been directed by medical staff to self-quarantine, then these two individuals would be approved to stay in their own suite.

Anytime, Residential Living is notified that a student needs to self-quarantine or self-isolate we will assess the living situation and see if any of the residents of that suite should be temporarily relocated. If the answer is yes, we will make arrangements to relocate the student. The next step will be to notify Dining Services. Dining Services will be the ones to will reach out to the student to arrange for meals. It will be important to check your Washburn email so you can receive all this information.

To continue to use the example above, if either of these two residents begin to develop Covid-related symptoms and is directed to self-isolate, then the resident who has developed symptoms would be relocated to another suite. Our efforts to mitigate the spread of Covid-19 will only work as well as students communicate their situation and their concerns. Residential Living can only assist with relocations and contacting Dining Services, if we have been notified to do so.
In response to the COVID-19 pandemic, Washburn University has implemented a variety of regulations related to public health and safety. Examples include: masks, social distancing, quarantining, and self-isolating as appropriate. These regulations are subject to change and it is the responsibility of students to remain aware of the most up-to-date information.

**Non-Compliance/Concerning Behaviors**

Students who violate the mask or other public health regulations (e.g., social distancing, quarantine, self-isolation) will engage in a student conduct code process. Conduct processes are designed to support accountability and behavior change. Students who knowingly expose others to COVID-19 will be held accountable and receive more severe sanctions than those who fail to adhere to public health and safety related regulations (e.g., mask, social distancing, quarantine, self-isolation). Violations occurring in the classroom should be first addressed by the instructor and/or the academic department. Students failing to comply with the directives of their instructors, after being notified of the violation by the instructor/academic department, will be referred to the Associate Vice President for Student Life.

**Reporting**

Campus community members who become aware of potential violations should report the issue by using this form. The incident reporting form, along with forms that can be used to report academic impropriety and/or University Behavior Assessment Team (UBAT) issues, can be found at [www.washburn.edu/knowthecode](http://www.washburn.edu/knowthecode).

**Critical Considerations**

Student conduct administrators (SCA) will attempt to engage in an educational conversation with the student accused of engaging in behavior that violate student conduct and community standards related to COVID-19 prior to initiating a formal student conduct process. In the event a SCA has engaged in one or more unsuccessful educational conversations and/or the student fails to engage with the SCA, the SCA will proceed with formal student conduct action. Since the goal is to change behavior that exposes others to COVID-19, SCAs will work to act on reported violations as quickly as possible.

**Conduct Charges**

Student conduct charges SCAs will consider when addressing mask and public health violations include, but are not limited to:
Student Conduct Code:
- A 34- Failure to Comply with Other Policies and Regulations (For all mask and public health violations.)
- A 7- Disruptive Behavior (Reserved for ongoing violations and/or hostile response to notification of policy violation)
- A 32- Failure to Comply (For cases intentionally ignoring previous notifications/ warnings)
- A 21- Harm to Persons (Reserved for the most serious violations)

Appropriate Sanctions
Students found responsible for violating public health and safety regulations (e.g., mask, social distancing, quarantine, self-isolation) will be assigned appropriate sanctions.

Appropriate sanctions may include, but are not limited to: Warning/ disciplinary probation, educational program, reflection paper, and suspension from housing or the university. A full list of possible sanctions can be found in Section 7 L of the Student Conduct Code.

Questions
For questions or concerns about a policy or information included in this handbook, please contact your building’s Residential Living Coordinator, or the Residential Living Office at resliving@washburn.edu or 785-670-1065.