

# RESIDENTIAL LIFE & DINING SERVICES

## Residential Policies & Procedures



PLYMOUTH STATE UNIVERSITY  
**Residential Life**

Last updated  
May 2026

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This document exists in tandem with the Residential Life & Dining Services Agreement. This document outlines the Plymouth State University Residential Life & Dining Services Policies & Procedures, which provide a framework of expectations for all residential students at PSU.

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# Live-On Requirement

Plymouth State University believes there is significant educational value in the experience offered to students living in our Residence Halls. In keeping with this belief, all full-time matriculated students are required to live on campus if space is available. This policy is reviewed annually and adjusted to best meet the needs of the campus and community at large.

**For the 2026 - 2027 academic year, students meeting one of the following criteria are released from the above obligation:**

- Students who turn 21 on or before September 1, 2026
- Students who have earned (completed) 64 or more Plymouth State University credits by the end of the Early Spring term (January 31, 2026) as documented by the Plymouth State University official registrar records.

**Exceptions requiring additional information:**

Students who do not meet the criteria above, but meet any of the criteria below should visit our website and complete the appropriate forms to be considered for release:

- Students commuting from a home owned by a parent/guardian or while living with a parent/guardian within a 30-mile commute of campus. Exceptions for commuting from outside the commutable distance or commuting while living with a relative require additional information/permissions/class consolidations.
- Students who can show evidence of 2 or more years of FULL-TIME military service to be completed on or before September 1, 2026.
- Students participating in an educational program outside of the Plymouth area (e.g., internship, student teaching)
- Students changing status (i.e., marital, part-time, or online)

**Exceptions requiring additional information and committee review:**

Students who do not meet any of the above criteria but feel they have a unique and unanticipated situation or hardship may visit our website and complete the appropriate form requesting release to live off campus. Note: this is a lengthier process that requires supporting documentation and review by the release committee.

# General Provisions & Policies

Every student residing in university housing is subject to and responsible for knowing and abiding by the provisions and policies contained herein. All rights and rules of conduct governing the behavior of university students shall be enforced.

Violations of University or Residential Life & Dining policies, as stated in the agreement, the Student Code of Conduct, and all other Residential Life and University materials and communications shall be subject to appropriate university sanctions, up to and including eviction from university housing. It is incumbent upon each student to thoroughly read and understand all communications and notices from the University and the Office of Residential Life & Dining Services. Failure to read, acknowledge, or obtain clarifications for emails/notices, etc., is not an acceptable excuse for non-compliance.

## 1. Alcohol

Residential students are expected to comply with local, state, and federal laws relating to the possession, use, or distribution of alcohol and other drugs while in the Residence Halls.

Of-age students living in residence halls may store and consume alcohol in their room under the following circumstances:

- i The room door remains closed when an alcoholic beverage is open
- ii No other Alcohol and/or Drug (AOD) policies are violated
- iii No underage person is present in the room
  - a Only exception to this policy is when assigned roommate is under age and present.

In addition, the following are against university housing policies:

- iv Keg and/or other large common sources of alcohol
- v An underage person in the presence of alcohol; except in cases where
  - a. At least one roommate is 21 or over, **AND**
  - b. Student is in assigned room, **AND**
  - c. Not consuming alcohol
- ii. Alcohol paraphernalia. Examples include but are not limited to empty containers, including those used for decoration, alcohol container boxes, funnels etc.

## 1. Cannabis, Controlled Substances and Other Drugs

Possession, use, evidence of use, manufacturing, or distribution of cannabis, controlled substances, or other drugs except as expressly permitted by law, is a violation of university policy.

Possession of drug paraphernalia is prohibited. Examples include but are not limited to bongs, hookahs, sploofs/spoofs, bowls, grinders.

All on-campus violations in which drugs or drug paraphernalia are present will result in a call to the Plymouth Police or Department of Campus Security.

## 2. Animals on Campus/In the Halls/Pets

Except for professional live-in staff under contract, pets or animals of any kind are prohibited in university housing units with the exception of approved Service/Emotional Support animals and non-dangerous fish in a tank no larger than 15 gallons.

### a. Service Animals & Emotional Support Animals

- i. Service Animals and Emotional Support Animals (ESAs) as defined by the Americans with Disabilities Act (ADA) and Housing and Urban Development (HUD) to assist people with disabilities are permitted in residential communities as required by law. Campus approval is a two-step process beginning with Campus Accessibility Services to confirm the Service/ESA animal is a reasonable accommodation related to a disability. The final step in the approval process is confirmation of animal health, and on-campus suitability and temperament through the Office of Residential Life.

- ii. Residential Life requires updated health documentation annually. Please contact Residential Life & Dining Services to obtain information on the review and approval processes that must be completed prior to bringing such animals into any residence hall or apartment.

### **3. Break Periods**

Students are responsible for reading and adhering to checkout policies and procedures provided prior to each break period. Failure to adhere to the policies and procedures may result in disciplinary action and/or fees.

### **4. Move-In/Move Out**

Every Resident is required to check in at the beginning of occupancy and to check out at the end of occupancy. This process entails completing the appropriate forms and picking up or returning keys.

#### **i. Room/Apartment Pre-Occupancy Assessment**

Residential Life staff assess the condition of student living spaces prior to a student moving in. Upon moving in, students will be provided with the opportunity to review the condition of their space and make any notes related to the condition of their space. This information will become the basis for an assessment of charges due to damage or loss. Failure to participate in this process may waive a student's right to appeal damage fees.

#### **ii. Checking Out**

Before moving out, a student is required to remove all personal possessions and refuse/trash and leave the room in the same condition it was received, including furniture (ex. bed height). Charges for additional cleaning required, removal of personal property, resetting of furniture, or for any damage or loss of university property, normal wear and tear excepted, will be billed to the student(s).

#### **iii. Improper Checkout**

Failure to check out properly may result in a fee.

#### **iv. Early Arrivals/Extensions**

A fee may be charged to students who arrive prior to the official opening date or leave past the closing date. Students needing to arrive prior to established opening dates or needing to stay later than established closing times, must receive permission from appropriate Residential Life staff and make arrangements in advance according to established guidelines.

#### **v. Abandoned Property**

Abandoned Property includes all property where the owner relinquishes possession. Including but not limited to:

- a. All property left by a student in a university facility after separation from the University.
- b. All items remaining in a room in a residence hall upon the conclusion of the housing agreement or the student's separation from the University.

Abandoned property left in the room, apartment, storage room, or on the premises will be disposed of per university policy. Items remaining in a space that has been officially vacated will be treated as abandoned property and kept for only 30 days; after that time, all items will be discarded.

#### **vi. Damage/Residential Fee Appeals**

Residents can submit an appeal for damage charges should they believe it is warranted.

- a. Residential Damage and Fee Appeal Form: <https://plymouth.erezlife.com/login/>

Residents may appeal damage charges based on the following:

- a. Damage is believed to be the result of "normal" wear and tear.
- b. There is a duplicate charge; or
- c. The individual was not a student at the time.

Damage charge/Fee notification is sent to the Student's PSU email accounts. All damage appeals must be received within 10 business days of the notification being sent to the Student's PSU email account.

#### **vii. Failure to Accept a Roommate**

Refusing to accept a roommate or impeding an effort by Housing & Residence Life to make an assignment to a vacant space is prohibited.

### **5. Entry/Inspection**

University staff members may enter a student room or apartment to inspect for or correct hazards to health or personal safety. Except during such violations or emergencies, reasonable efforts shall be made to notify the resident in advance and to invite the resident to be present during the inspection. Permission is not required. University

maintenance personnel may enter a student room or apartment to perform routine maintenance during regular working hours whether the resident is present. Advance notice is not required unless maintenance is expected to be substantially disruptive to residents. Students are expected to comply with maintenance personnel requests to enter a space to address issues.

## 6. Failure to Comply

Refusing to cooperate with university staff or university police who are attempting to investigate or address a situation in a university residence hall or apartment is prohibited. The student is required to provide proper identification, typically their university-issued ID.

## 7. Fees & Fines

Below is a list of fees/fines you may experience as part of your experience living on campus. Please note that many of these are avoidable.

Fee/Fine Name	Fee/Fine Description	Amount
Improper Checkout <i>Failed to check-out with a staff member</i>	Applied when a student does not complete a standard or express checkout with staff.	\$50.00
Improper Checkout <i>Furniture not reset</i>	Applied when furniture is not returned to the proper locations of the space and bed height is not returned to the campus standard	\$50.00
Abandoned Property	Applied when staff need to bag/box and tag property left behind by the student	\$25.00 <i>Per bag/box</i>
Abandoned Property <i>Furniture left behind</i>	Applied when staff need to remove furniture left behind by the student.	\$200.00 <i>Per furniture item</i>
Trash	Applied when staff are required to remove student personal trash from common areas, or, when headed into a break period, in their space.	\$25.00 <i>Per Bag/Box</i>
Unexpected Early Arrival	Applied when a student arrives to campus prior to opening unannounced	\$200.00 <i>Plus \$100 per night until opening</i>
Improper Move	Applied when a student moves without authorization from the department into a new space	\$200.00
Lock Change	Applied when a student loses any key assigned to them from Residential Life, and the lock needs to be changed.	\$150.00
Lockout	Applied after a student has exceeded their three free lockouts	First Three Lockouts - Free Fee per Lockout After - \$25.00
Temp Card Replacement	Applied when a student assigned a temporary access card fails to return it (or loses it)	\$100.00
Space Not Roommate Ready	May be applied when a student has a vacancy in their space and has not made it roommate-ready and eligible for the department to assign a new roommate	\$320/violation, up to \$960 per semester
Vaping/Smoking	Applied to a student found responsible through the student conduct process for vaping/smoking in residential communities	\$50.00-\$200.00
Candle/Incense	Applied to a student found responsible through the student conduct process for	\$50.00-\$200.00

	possessing candles or incense in residential communities	
Unauthorized Use - Fire/Emergency Exit	Applied to a student found responsible through the student conduct process for unauthorized use of fire/emergency Exits	\$50.00-\$200.00
Failure to evacuate	Applied to a student found responsible through the student conduct process for failing to evacuate during a fire alarm (planned or actual)	\$50.00-\$200.00
Tampering/Damage/Covering - Fire Safety Equipment	Applied to a student found responsible through the student conduct process for tampering/damaging/covering fire safety equipment in residential communities	\$75.00-\$200.00
Tampering with Wireless Access Points/Disabling Wireless Access Points	Applied to a student found responsible for Tampering with Wireless Access Points / Disabling Wireless Access Points in University-owned and run residential communities	\$50.00- \$200.00
Items placed on or blocking sprinklers	Applied to students who place items blocking fire suppression system features (sprinklers) per State Fire Marshal guidelines	\$50.00- \$100.00
Misappropriation/Use of PSU Property	Applied to students who possess university property, which may include Artwork, Signage, Lounge Furniture, etc.	\$200.00 <i>Billed Individually</i>
Tampering with windows, entering, and/or exiting through windows, or throwing, etc., any item out of a window	Applied to students who are determined to be using windows in a manner in which they are not intended to be used	\$100.00 <i>Billed Individually</i>
Possession of Unauthorized Pet(s)	Applied to students who bring pets not authorized by PSU and Residential Life.	\$50.00 <i>Per pet, per day</i>
Tampering with Campus Safety Devices	Applied to students who tamper with or damage campus security cameras. This may be in addition to any additional damage caused to the units	1st violation - \$200.00 2nd violation - \$400.00 3rd violation - \$800.00

## 8. Force Majeure

The University and the Student acknowledge the ongoing possibility that a health or safety emergency or other force majeure event, may require evacuation or relocation of the student, or the student's use of campus residential facilities may be significantly restricted. Furthermore, during a health or safety emergency, some agents or staff contracted by the University to provide certain services to campus housing facilities may not be available or may be significantly limited. Notwithstanding anything in this Agreement to the contrary, the University may temporarily close and/or place restrictions on use of housing facilities as necessary in the University's sole discretion to preserve the health and safety of student residents and the campus community. The student acknowledges that, in the event of such temporary closures, restrictions, and/or adjustments to on-campus housing, the student must immediately comply with such evacuation or relocation order. The student further acknowledges that the University shall not have the obligation to issue a refund or credit for such interruptions or adjustments due to a force majeure event.

## 9. Furniture

Residential Life & Dining Services maintains a strict outside furniture policy to ensure fire safety and protect the cleanliness of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for their occupants with a desk, dresser, and bed.

*Outside furniture is prohibited in the residence halls except for the following items:*

- 1 desk/gaming chair per resident
- 1 butterfly/folding style chair per resident
- Lamps (only non-halogen bulbs)
- Media stand, bookcase, or nightstand in which the total dimensions of each piece do not exceed 80 inches.
  - Total inches can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).

Please consult with your roommate when deciding to bring in outside furniture. Also, it is recommended that you wait until you have stayed in your room for several nights before deciding to bring items.

*Please keep in mind the following:*

- Do not bring in items noted above that are dirty or discarded (such as furniture left on the street). Dirty or dilapidated items may have pests like bedbugs and will not be allowed in the residence hall even if they meet guidelines.
- No large, upholstered furniture is allowed for any reason. This includes, but is not limited to, bean bag furniture, couches, futons, etc.
- Residents are responsible for removing outside furniture from their rooms when they move out of the building, or they will be charged for its removal. Residents will be charged for any outside furniture that causes pest problems. Residential Life & Dining Services may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason.

## **10. Guests & Visitation**

Residential Life is committed to the safety and security of the Residential Communities. The Guest/Visitor Policy exists to best serve all students residing on campus. Hosting a guest/visitor in the residential communities is a privilege, not a right.

### **I. Definitions**

The following definitions are provided to clarify standard terms as they apply to Plymouth State University's Guest/ policy.

- a. Guest:
  - i. Non-affiliated with Plymouth State. Must be hosted by a Plymouth State student that is a resident of the community and remain with host at all times.
  - ii. Plymouth State student visiting another residential community. Must be hosted by a Plymouth State student that is a resident of the community and remain with host at all times.
- b. Host:
  - i. Plymouth State residential student, responsible for the actions of the person hosted while in community and on- campus. Must remain with guest at all times.
- c. Trespasser:
  - i. Uninvited person not connected with the University or hosted by a residential student at Plymouth State. Has entered a residential space unauthorized (all students should report this to Residential Life or University Police)

### **II. Residential Student's Visitation Expectations**

- a. Residential Students are allowed to have guest per Residential Life policies and expectations.
  - i. Before a guest can visit your room/suite/apartment, you must address expectations with your roommate(s) via your roommate agreement.
  - ii. All overnight guests are required to be registered as an overnight guest through the Residential Life Guest Registration Form.
- b. Each Resident may have up to two (2) guests in their room/suite/apartment until midnight.
  - i. Starting at midnight, a guest is considered overnight and must be registered as such.
  - ii. Overnight guests are limited to only one (1) per Resident
  - iii. Overnight guests are permitted to stay no more than two (2) consecutive nights/week, and no more than four (4) nights/month.

- iv. Hosts are responsible for the conduct of and damages done by their guest, and in cases of misconduct, the host may be held accountable through the student conduct process. Hosts are responsible for the conduct of and damages done by their guest, and in cases of misconduct, the host may be held accountable through the student conduct process.
- v. Overnight guests are not permitted in the residential communities without advance permission of all residents of the room/suite/apartment in which they are residing overnight.
- c. Residential Life may request that a guest leave at any time if the guest's behavior conflicts with community expectations, is in violation of Residential Life/University Policies, or is jeopardizing the wellbeing of residential students.
- d. Guests are not permitted during the final exam period
- e. Guests are not permitted if a student has been granted an extension or request to stay during a university break period.
- f. Residential Student's visitation privileges may be suspended administratively by Residential Life or by a student conduct officer as a result of conduct sanctions.
- g. The Guest policy may be restricted or modified as needed by Residential Life.
- h. There are times when Residential Life will limit overnight guest registration and have specific terms and conditions that could result in an opportunity to register someone on the day of at a specific financial cost to the Student Host (i.e., Spring Fling Weekend)

### III. Guest Expectations

- a. Each overnight guest is required to be registered via the online Guest/Visitation Form
- b. Non-PSU Guests must be at least 18 years of age unless they are staying as part of a recognized University special event.
- c. Not permitted to stay for more than two (2) consecutive nights/week, four (4) nights/month
- d. Must have valid photo identification with them and provide it to any University official when requested.
  - i. PSU Student guests must present a PSU-issued photo ID when requested by university official(s).
  - ii. Non-PSU affiliated guests must present a state or government issued ID when requested by university official(s)
- e. Non-PSU Guests who are unable to or refuse to produce photo identification when requested may be asked to leave campus. PSU Guests who refuse to show ID will be asked to leave the room and building and documented and referred to the Student Conduct process.
- f. Guests are required to be in the presence of their host at all times.
- g. Guests who are not accompanied by their host may be asked to leave.
- h. Guests found violating Residential Life or University policy may be banned from the residential area or the campus and may be subject to arrest for criminal trespassing.
- i. Guests who come to campus with a vehicle will need to register for a temporary parking pass.
- j. The University reserves the right to deny access to any non-PSU guest if it is reasonably determined the non-PSU guest has disturbed, endangered, or disrupted other residents. PSU guests that fall into any categories stated in the prior sentence are subject to documentation and referral to the student conduct process.

### IV. Guest/Visitation Registration Form

- a. <https://plymouth.erezlife.com/login/>

## 11. Health & Safety Inspections

Residential Life staff members complete health and safety inspections of student rooms and/or apartments. These inspections will be announced in advance. These inspections are intended to support a safe and comfortable living environment for all residents. Residential Life staff work with residents to help ensure that communities are safe and sanitary and that no fire or safety code violations of university policies take place. Residents found in violation of any University policy will be notified and provided with instructions on how to correct the situation. Staff will return to re-inspect 24-48 hours following the failed inspection to ensure violations have been corrected. Health and Safety Inspections are visual inspections of each living space, including student rooms. It is not University policy to open drawers or inspect trunks or luggage unless there is

sufficient evidence to warrant a concern that there is a health or safety violation that necessitates further inspection.

## 12. Housing Assignment

Student preference, seniority, accommodation status, and/or date of housing deposit received may be used in completing assignments at the University's sole discretion. Requests for accommodation due to a documented disability must be processed through Campus Accessibility Services..

- The University will assist, to the degree possible, students desiring a change in room or apartment assignment during designated housing change periods or in cases of emergencies.
  - Designated room change periods begin the third week of the semester and end the final week of classes each semester
  - Any student desiring a change shall apply through the Room Change Request form
  - Students changing assignments who fail to follow prescribed procedures may be required to move back to their official assignments and may be subject to disciplinary sanctions and/or financial penalties.
  - The University retains the right to change a housing assignment at its sole discretion administratively.
    - Such changes will not take place until the reasons are explained to the student, and reasonable time is provided for the student to move, except in emergencies. Exception: students are not notified of vacancies or changes due to consolidation efforts during break periods.
  - The University reserves the right to change the occupancy designation for a room when the demand for housing exceeds the spaces available.
- I. Roommate Agreement- First year students are required to complete a roommate agreement within the first month of the semester. Upper division students are encouraged to complete a roommate agreement during the beginning of each semester with a new roommate and as needed thereafter. Students may not explore a room change until an agreement has been made. Roommate agreement, negotiation, and cooperation techniques will be employed before a reassignment can be pursued. Students found to be in violation of the signed roommate agreement may be relocated if concerns are unable to be mitigated.

## 13. Identification

Students must have their PSU ID at all times and present it to university personnel upon request. All other persons within the Residential Communities must have and present valid photo identification to university personnel upon request. Persons who fail to provide appropriate identification may be required to leave the residential community.

## 14. Keys/Access

Keys/PSU ID card access will be issued to the student on record upon arrival at the beginning of the occupancy period. Keys/IDs may not be transferred, duplicated, or given to other persons or roommates. Lost keys should be reported immediately to the appropriate Community Director. In the event keys are lost, the room/apartment lock will be changed, new keys will be issued, and the student(s) will be billed.

## 15. Laundry Service

The University provides laundry machines in each residential facility/area. The University is not liable for any damage or loss of personal property resulting from the use of the laundry machines or personal items left unattended in the laundry rooms.

- To do laundry, students will need to follow the steps located on the Residential Life website or posted in laundry rooms throughout the Residential Communities.
- Students who are experiencing problems with the laundry equipment should scan the QR code on the signage posted in all laundry rooms to report the issue directly to our laundry partner or to a Residential Life Staff Member.

## 16. Liability

The University shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property, belonging to, or in the custody of the student for any cause whatsoever, regardless of

whether such losses occur in the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The student is strongly encouraged to carry personal property/renter insurance or be included under their family's insurance policy.

- i. The University is not responsible for personal property left behind by students after the date of their withdrawal, transfer, departure, suspension, or dismissal from any accommodation in university housing.
- ii. Students are encouraged to remove all valuables from their assigned space during periods of absence or during university break periods.
- iii. In the event of damage by fire, water, steam, or other causes that render the room or apartment wholly unfit for occupancy, the University reserves the right to reassign the student to alternative university housing. If alternate quarters are not available, this agreement may be terminated, and the Resident shall not be entitled to compensation for damages except for a prorated housing fee refund.

## 17. Parking

Residents and guests are to follow the parking rules and regulations as outlined by the Office of Student Life and Campus Safety.

## 18. Prohibited Items

Residential Life & Dining Services maintains a comprehensive list of prohibited items for the safety, care, and wellbeing of all Residential students, guests, and families. This list can be found below.

- I. Please note that this list is subject to change during the duration of the current Housing & Dining Agreement
- II. Prohibited Item Exceptions
  - a. General
    - i. Microwave ovens, and small (up to 5 cu ft.) refrigerators are permitted but most NOT be plugged into a power strip and MUST be directly plugged into a wall outlet
  - b. Allowable in university apartment kitchens only:
    - i. Toasters, toaster ovens, electric fry pans, crock pots, indoor electric grills, air fryers
  - c. **All appliances must be plugged directly into the wall outlet.**

<b>Fire Safety and Electrical Items</b>		
Heating & Immersion Coils	Electric Blankets	Explosives/Fireworks
Items Covering/Hanging from Smoke Detector	Air Fresheners with built-in Outlet	Lava Lamps
Extension Cords/Multi-Outlet Plugs	Gasoline/Propane/Butane	Gas & Charcoal Grills
Candles/Incense/Torches/Open Flames	Hazardous Chemicals	Non-UL Listed Items
Candle warmers/lamps/wax melters	Speakers able to exceed a decibel level of 70	
<b>Appliances and Equipment</b>		
Major Appliances (such as washers, dryers, dishwashers)	Space Heaters (unless provided by the University)	Hot Plates/Electric Fry Pans
Air Conditioners (unless provided by the University)	Toasters/Toaster Ovens	Pressure Cookers/Crockpots
Deep Fryers & Air Fryers (air fryers permitted in apartments ONLY)	Indoor Portable Grills	Welding Equipment
<b>Furniture and Décor</b>		
Strands of plug-in decorative lights (Battery operated string lights are acceptable inside student rooms only)	Liquid and Air-filled furniture	Hot Tubs, Pools, and similar items

Decals, Metal Signs and Stickers, LED Light Strips (Adhered to university property or considered stolen property)	Items hanging from ceilings	Bean Bag furniture
Black Lights, Black Light Bulbs, Strobe Lights, Neon Signs	Any decor or adhesives on hallway-facing door. Excludes one Res Life-made door decoration per resident.	External string lights (including battery operated) outside of the WMAC and Non-Traditional Apartments
<p>Outside furniture is prohibited in the residence halls except for the following items:</p> <ul style="list-style-type: none"> <li>▪ Desk or Gaming chair</li> <li>▪ Butterfly or folding chair</li> <li>▪ Lamps (only non-halogen bulbs)</li> <li>▪ Media stand, bookcase, or nightstand in which the total dimensions of each piece do not exceed 80 inches. Total inches can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).</li> </ul>		
<b>Miscellaneous</b>		
Motorized vehicles of any kind, including electric scooters or skateboards, hoverboards, etc. (Or parts, repair tools, accessories for any motor vehicle)	Automobiles	Darts and Dart Boards
Exercise equipment attached to door frames/walls	Barbells and Weights > 10lbs.	Television and/or Radio Antennae
Live Holiday Decorations (Ex. Trees, Wreaths, Etc.)	“Flushable” toilet wipes	Wired/Wireless Routers
Home security cameras (i.e., Ring Camera)	Personal doorknobs or locks	Portable Hotel or Dorm Lock Systems
<b>Weapons</b>		
Firearms	Projectiles	Tasers
<i>Any item used for the sole intent to harm or cause fear</i>		

## 19. Room Consolidation

At times, Residential Life needs to consolidate spaces within residential facilities to accommodate the needs of the residential population. During the academic year, Residential Life only consolidates when necessary, and students are expected to comply. Residential Life staff will provide notification promptly via PSU email and a phone call to provide a reasonable time to complete the move. Consolidation of fall assignments during the summer is a common practice, and students are not notified of changes unless it involves a change in room type/apartment type and/or a cost differential. Students are expected to check their PSU email often for updates and visit the housing portal periodically beginning in July for fall assignment, and January, for spring assignment, housing specific information, and changes.

## 20. Solicitation

Door-to-door solicitation is strictly prohibited. Commercial activity, solicitation, advertising, etc. is not permitted on or around campus housing unless prior approval by the Office of Residential Life has been obtained. The only exceptions are activities permitted under university rules and/or those sponsored by university staff or local resident governing councils. Students who sell merchandise, or distribute goods or advertising on campus, either in person or online, are prohibited from using PSU residential facilities or services, including residence hall rooms, community room spaces, community kitchens, etc., for the purpose of such activities. This policy does not apply to approved fund-raising activities by student groups.

## 21. Staffing

All residential areas are staffed per the University mission of providing students with a living experience that complements the academic mission of Plymouth State University. Staffing models are updated to reflect the changing needs of students and the campus. Some positions may include:

### ***Community Directors***

Full or Part-Time, Live-In Professional Staff that are responsible for the direct supervision of Community Advisors and Desk Attendants assigned to work in the community. Community Directors actively engage with residents to support them during their time residing in residential communities. Community Directors are responsible for the overall daily operation of an assigned residential community.

### ***Community Advisors***

Students appointed by the Department of Residential Life & Dining Services to represent the Department, support the philosophy, and strive to enhance the mission of Plymouth State University and the Department of Residential Life in the daily responsibilities of the role. Community Advisors live in assigned residential communities on the floor with the residents and serve as an immediate resource for students.

### ***Desk Attendants & Office Assistants***

Students hired by Residential Life Desk Attendants represent the Department of Residential Life & Dining Services while working at the front desk of campus Residence Halls. Desk attendants report directly to the Community Director and work on a variety of tasks and assignments during assigned shifts.

## 22. Storage

Storage space for surplus or seasonally used property is not provided except in some limited instances such as some of the White Mountain Apartment Complex units and where indoor space for bikes is available. Each student must make their own arrangements for such surplus storage off-campus. No article of any nature may be stored in stairwells, attics, interior and exterior building passageways, roofs, or on the grounds.

## 23. Threatening Behavior

Conduct that threatens the health and safety of any person in or around the residential community, including, but not limited to, physical assault, threats that cause a person reasonably to be in sustained fear for one's own safety or the safety of their immediate family, is prohibited.

## 24. Vandalism/Misuse of University Property

Unauthorized possession, use or misuse, removal, defacing, tampering, damage, or destruction of university property or the property of others is prohibited.

## 25. Vacancies

Most rooms on campus are designed for more than one student and, at times, a vacancy within those rooms may arise. Rooms with vacancies must always be ready to accept a new student (i.e., one bed, chair, desk, dresser, and closet/wardrobe space available and ready for use.)

- I. Students may be charged a fee if the available space is not ready to accept a new roommate. Residential Life reserves the right to assign a student to any vacancy at any point throughout the academic year, with or without notice.
- II. Whereas Residential Life endeavors to provide notification of vacancies and reassignments, it may be necessary to assign a student to an available space on short notice or at times without prior notice.

- III. Notifications are not generally provided for vacancies that occur outside the active semesters/terms (summer, winter), it is, therefore, incumbent upon the students to identify potential vacancies and contact Residential Life promptly to collaborate on filling the vacancy.
- IV. Students with vacancies in their assigned space are encouraged to pull in a preferred roommate.
- V. Should this not occur promptly, the students will be required to participate/cooperate in the reassignment process.
- VI. Should a student refuse or prove to be uncooperative in the reassignment process, fees, sanctions, or reassignment without notification may be employed.
- VII. Residential Life staff may access a room, with or without notice, for checkout purposes.

# Community Living

Each Student shall respect and observe the rights of other students occupying university housing. In first-year residential communities, roommate agreements are required. In upper division communities, roommate agreements are strongly encouraged. Shared spaces are to be divided equally among occupants.

## 1. Benefits of Living on Campus

- a. It provides the opportunity to form both large and small communities.
- b. Engage people with a wide variety of backgrounds, lifestyles, and values.
- c. Sharing a living area and expectations/responsibilities with other students

## 2. Importance of Community Living

It is expected that all community members will respect differences and encourage each other to take advantage of the unique learning experiences that a shared environment brings. As a member of this community, and by signing the Housing & Dining Agreement, students agree to conduct themselves with proper regard and mutual respect for other students, residents, guests, CAs, custodians, facilities staff, University personnel, residence hall neighbors, and their own property. Residents also agree to abide by the policies, procedures, and rules of PSU.

## 3. Being a member of the Residence Hall or Apartment Community is an opportunity to contribute to the PSU community. Students are expected to:

- I. Respect the dignity of all persons and avoid behaviors that compromise or demean the dignity of individuals or groups, including hazing, ridiculing, harassing, and discrimination.
- II. Respect the rights and property of others by not participating in the theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Students will not violate another's personal right to move about freely, express themselves appropriately, and to enjoy privacy.
- III. Strive to learn from differences, as well as similarities in people, ideas, and opinions to discourage bigotry.
- IV. Demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
- V. Be compassionate and considerate to avoid behaviors that are insensitive, inhospitable, or activities that unjustly or arbitrarily inhibit another's ability to feel safe in their residence hall or apartment or welcomed in their pursuit of appropriate academic goals.
- VI. Observe ideas and encourage students to respect the fundamental freedoms and rights of all residence hall or apartment living community members.

## 4. Expectations and Responsibilities

Campus housing offers a great advantage of having the opportunity to live and work closely with all types of individuals. With the roommate relationship, there are specific responsibilities that each person carries. The expectation of sleeping without undue interference and the need to study outweigh social privileges; however, roommates must strike a balance as to the time and priority of room usage. Everyone must take responsibility to express their preferences in using the room. If roommates have difficulties in resolving expectations for room usage, Community Advisors are able to assist residents.

Below is a list of reasonable expectations, which students should have for one another while living in campus housing:

- I. Respect the differences and diversity of the community and its members.
- II. Conduct themselves in a manner that enhances the PSU environment.
- III. Be conscious of the needs of others and how actions affect other individuals.

- IV. Sleep during the night, reasonably undisturbed.
- V. Study in one's living space reasonably free of noise and distractions.
- VI. Have unhindered access to one's room and residential amenities.
- VII. Feel secure against physical or emotional harm.
- VIII. Share a clean room and common areas, with their fellow residents.
- IX. Have their personal space and belongings respected.
- X. Host guests who do not disturb a roommate's right to sleep or study.
- XI. Be comfortable addressing grievances.
- XII. Have reasonable privacy.

## **5. Living with a Roommate**

Hopefully, this relationship will be positive and rewarding, but it can also be challenging. While most roommates get along very well, it is natural to have some issues that arise during the course of a year.

## **6. Roommate Agreements**

All first-year students are required to have a completed roommate agreement on file in their assigned community. At opening, your Community Advisor will discuss the importance of this document and the timeline for this document's completion. Upper-division students are not required to have one of these on file but are strongly encouraged to have one and may be required to have one if a conflict arises in the room/suite/apartment. Upper-division students who choose to participate in Affinity Living Clusters or The Q Living-Learning Cluster are required to complete a roommate agreement.

# Use of Dwelling & Grounds

This section goes into further detail about the use of individual rooms/suites/apartments and overall residential communities.

## 1. Advertising in the Residential Communities

For advertising within the various residential communities:

- I. Request approval from the Office of Residential Life & Dining Services and bring the designated number of posters to be hung.
- II. Residential Life will not guarantee the placement of items.
- III. Residential Life has limited posting space and reserves the right to decide the number of posted materials.
- IV. Unapproved items found posted will be removed and may result in the office/group being denied posting privileges in the future and may be referred to Student Conduct for adjudication.
- V. No items will be approved which advocate alcohol/drug use or inappropriate behavior.
- VI. No items may be put under doors or in the door frames without authorized approval.

If approved, publicity will be posted for a maximum of two weeks before the event. This does not include semester-long event calendars that are produced by offices/ departments on the university campus.

## 2. Alteration/Modifications

The student, or any person acting with their permission, shall refrain from:

- I. Removing any item of university equipment/furniture/fixture from the premises.
- II. Altering or replacing the present locks or other security devices or installing additional locks or security devices.
- III. Making any structural or electrical alterations to the room or building/apartment.
- IV. Using nails, screws, bolts or decals/stickers upon the furniture, walls, doors, woodwork, ceiling, or floors of the room or apartment or otherwise defacing or marring such surfaces.
- V. Making unauthorized repairs to the room or apartment.
- VI. Adding common area furnishings to an individual room.
- VII. Installing air conditioning units.
- VIII. Removing or tampering with screens.
- IX. Building partitions or making alterations to furniture.
- X. Tampering with automatic door closes.

Violations of the above may result in disciplinary action through the conduct system and/or assessment of fees.

Except in an emergency, screens are not to be removed from windows for any reason. Damage occurring from removal and/or charges incurred to replace screens will be assessed to the resident(s) of the room or apartment.

## 3. Appliances

Blenders, coffee pots, popcorn poppers, and irons must be equipped with automatic shut-off features. All units must be UL-listed. Low-wattage electrical equipment must also be listed as UL (clocks, radios, stereos, etc.). Personal Fridges and Microwaves must be plugged directly into a wall outlet and not into a UL surge protector/power strip. The Plymouth Fire Department and the University reserve the right to determine the danger of electrical appliances and to require their removal.

## 4. Bathrooms

Residential Life offers a variety of shared bathroom facilities within the residence halls on campus. Bathroom facilities may be designated as gender-restricted or gender-inclusive facilities. Residential Life is committed to providing clean and safe restrooms for use by any student, regardless of their gender identity. All students are welcome to use a shared restroom that corresponds to their sex or gender identity, a gender-inclusive shared restroom, or an inclusive single restroom.

Residential Life cannot guarantee that staff assigned to clean the common and community-style bathroom facilities are the same gender as residents assigned to the community. Every attempt is made to not inconvenience residents from the use of the bathroom facilities during prime times.

In certain residence halls, community bathroom facilities are designated for men or women with a shared community sink area and multiple individual-use, private stalls for shower and toilet for use by one person at a time. These facilities are cleaned by building service staff daily (except Saturdays).

In many of the communities, gender-inclusive community-style bathroom facilities have a community sink area for shared use by individuals of any gender and multiple individual-use, private, lockable rooms with shower and toilet for use by one person at a time. These facilities are cleaned daily (except Saturdays).

Many bathrooms in suite-style rooms and apartments have a shared community sink area and individual-use, private, lockable room with shower and toilet for individual use. These facilities are cleaned by residents assigned to these spaces. Toilet paper is not provided by Residential Life in these bathroom facilities.

The following policies must be followed in all residence halls:

- I. Residents and guests may use bathroom stalls or lockable rooms for private toileting or bathing use only. Any use of a shower or toilet stall/ room by more than one person at a time or for other purposes is not permitted.
- II. Residents and guests must exercise courteous cell phone use in all bathroom areas; recording a video or taking a photo in the bathroom area is strictly prohibited.
- III. Residents and guests must treat common bathroom spaces with respect and clean up after themselves and report any maintenance or housekeeping issue.
- IV. When bathrooms are closed for cleaning, residents are prohibited from entering to ensure proper daily cleaning of the shared facility.
- V. Residents are required to notify Residential Life staff if they come across any vandalism in their community-shared bathrooms.
- VI. At no time are flushable wipes permitted in any bathroom on the Plymouth State campus

## **5. Bicycles**

Bicycle racks are provided near each living area. There is some internal bike storage on campus. The University recommends a U-bolt style lock to secure a bicycle. Bicycles parked improperly are subject to fines and/or removal by the University. Students are not permitted to lock bikes to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with exiting from the building. Bikes may be parked in a resident's room as long as the roommate(s) agrees. For safety reasons, bicycles may not be ridden inside buildings. In the winter, while there is active snow on the ground, all bicycles must be stored inside and not on any outdoor racks.

## **6. Bottle Collections**

Bottle collections of any kind are not permitted.

## **7. Commercial Activity**

Students are prohibited from using Plymouth State University residential facilities or resources for commercial activity, such as soliciting business or creating products or services for sale. Residential rooms/suites/apartments are not permitted to be sublet or rented through services such as Airbnb.

## **8. Common Areas**

Students are responsible for keeping all shared and public areas of university housing free of personal trash and belongings. These areas include, but are not limited to, hallways, bathrooms, stairwells, lounges, utility closets, and adjacent grounds. Any damage found in common areas may be billed to all residents known to have access to the space. All common area furniture and/or recreational equipment is never to be moved out of their assigned locations by residents/students. Residents/students found possessing common area furniture/equipment will be referred to student conduct and may face a residential fine.

## **9. Community Damage Billing**

The purpose of community damage billing is to promote individual responsibility and to hold students mutually accountable for the condition of their shared living spaces. Public areas (i.e., hallways, stairways, lounges, bathrooms) are the collective responsibility of the residents of that community (i.e., suite, wing, floor, building, apartment, house). Charges for damages to those areas may be divided among the residents of those facilities. Items covered under the community damage billing policy may include, but are not limited to, damaged facilities, damaged or stolen furniture, or housekeeping charges in a common or public area when it is not possible to determine the person(s) responsible. If a student is found to have information regarding the responsibility of one or more other persons for damage done to university property and failed to share that information with PSU staff, the student may be charged for a share of the damage.

## **10. Complicity (In the Presence of)**

Actively encouraging or assisting another student to engage in behavior that is a violation of policy, failing to advise another to cease behavior that constitutes a violation and leaving immediately, or failing to report a violation to a college official or law enforcement is not permitted. Students found in the presence of a violation and failing to follow the expectations of reporting may be referred to student conduct.

## **11. Cooking**

For safety reasons, including the possibility of fire, cooking is permitted only in university designated kitchen/kitchenette areas. Cooking is NOT permitted in residence hall rooms, with the exception of microwave use. While cooking, do not leave food unattended. Burnt food may activate the building fire alarm, and students may be financially responsible for any damages caused in addition to conduct sanctions imposed.

## **12. Damage**

Damage, theft, and/or vandalism to university property are strictly forbidden. Violators will be subject to disciplinary action, which could result in eviction from housing. Each student is financially responsible for the cost of replacement or repair of any breakage or damage (except for normal wear and tear) to their accommodations and its furnishings as well as for their share of the costs of any damages in the common areas of university housing. Loss of or damage to university or personal property due to negligence on the part of a student or their guest may result in financial responsibility for the residential student.

## **13. Fire Prevention**

All students are expected to observe all fire safety guidelines. The University and the State Fire Marshall Office set forth fire safety guidelines as follows:

- I. Students must participate in fire alarm/evacuation drills and leave buildings during a fire alarm.
- II. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons, nor should anything cover, be attached to, or hung from detector devices, conduit, pipes, or sprinkler heads.
- III. Nothing may be hung from ceilings.
- IV. Personal Fridges and Microwaves must be plugged directly into wall outlets
- V. Personal items cannot be placed within 12" of the ceiling
- VI. Nothing may block or prevent sprinklers from functioning properly

- VII. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person.
- VIII. Failure to comply with any of these guidelines may result in a community standards referral.

#### **14. Furnishings**

All student rooms and apartments are fully furnished. Each bedroom is furnished with an XL twin bed, desk, desk chair, dresser, and wardrobe/closet space per student. Apartments and suites include soft seating for the designated occupancy, and apartments will include a dining table and chairs. Students may not remove, or store furnishings provided by the University and may not replace them with personal belongings.

#### **15. Hall Sports**

Playing sports in public areas or hall/apartment rooms and hallways is not permitted. This includes, but is not limited to, in-line skating, skateboarding, bicycle riding, throwing, kicking, or hitting any type of object, including indoor basketball, indoor football, indoor Frisbee, indoor soccer, golfing, ping-pong or any variation of beer pong, foosball, tag, chase, wrestling, soccer balls, footballs, Nerf balls (and nerf associated projectile devices), etc. Remove roller blades prior to entering any University building.

**Note:** This excludes University provided recreational equipment in designated locations throughout the communities; however, this equipment needs to be used as the design intends.

#### **16. Hallways/Walkways/Stairwell Usage**

For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas, as are skateboards.

#### **17. Kitchens/Kitchenettes**

All on-campus apartments have kitchens, each equipped with sinks, refrigerators, and stoves with ovens. All residence halls have a kitchen/kitchenette for the community to use.

To avoid charges for excessive housekeeping or unusual wear and tear on university property, residents must practice

the following good housekeeping strategies:

- I. Keep kitchens clean by removing trash, routinely cleaning out the refrigerator and freezer, and wiping up stove/oven spills.
- II. Agree on a cleaning schedule with roommates.
- III. Clean kitchens and common areas within apartments in preparation for new roommates

The resident must clean community kitchens located in residence halls after each use. Residents may be charged for excessive housekeeping or damage to any kitchen/kitchenette or common area to which they have private or communal access.

Student in On-Campus apartments need to report issues with university kitchen appliances (Stoves, Ovens, Stove Tops, Refrigerators, etc.). Residential Life is not responsible for food loss due to residents' misuse of these appliances or the failure to notify Residential Life directly of issues with those appliances. Appliances in student apartments that are determined to be damaged/broken by students will have the replacement/repair costs billed to them directly.

#### **18. Lofting and Bunking**

Although homemade lofts are not permitted for use in our residential facilities, students wishing to have a loft should consider renting components through the university for a fee. In consideration of being

permitted to use a bunk bed or loft in their residence hall room, the student hereby voluntarily assumes all risks connected with such use, including possible injury. The student understands that they have the option of a bed rail for their bed.

## **19. Maintenance**

Routine maintenance needs should be reported to the appropriate staff promptly. The University reserves the right to perform all needed maintenance. In addition, students need familiarize themselves with information regarding the Work Order Management System and Requests -

<https://www.plymouth.edu/residential-life-dining/faq/emergency-non-emergency-maintenance>

## **20. Noise**

A residence hall is a communal living environment, and thus, it is important that residents be considerate of one another and the community around them. Generally, the right to quiet supersedes the right to make noise. Excessive noise, including the use of speakers, radios, stereos, television sets, musical instruments, etc., at a level that can be heard beyond the boundaries of the room or apartment, is prohibited.

Compliance with the Plymouth noise ordinance is required. The placement of stereo speakers in such a manner that sound carries out from the apartment or room is strictly prohibited. Due to the potential for noise and vibration disturbances, use of sub-woofers is discouraged.

### **I. Courtesy Hours**

Courtesy Hours are always in effect 24 hours a day. Residents are expected to maintain a noise level that cannot be heard outside their room, apartment, or common areas 24 hours a day (courtesy hours). If students are informed of a noise concern (even during Courtesy Hours), they are expected to comply with the request as if it were Quiet Hours. Residents and staff have the right to confront any residents and request them to lower their noise levels.

### **II. Quiet Hours**

Quiet Hours are in effect from 10 p.m. until 10 a.m. Sunday through Thursday and from 12 a.m. until 10 a.m. on Friday and Saturday. During this time, noise must be kept at a minimum to ensure that students can focus on their studies and not disturb others trying to sleep. During final exams, each semester, 24-hour Quiet Hours are enforced. Signage will be posted in your residence hall/apartment building prior to final exams that will provide more details about Quiet Hours during the exam period.

## **21. Roofs, Windows & Ledges**

Students are not permitted to exit through windows or be present on any ledge or roof of any university building. The student shall contact their Community Director or UPD should an item need to be retrieved from a ledge or roof.

- a. Removing screens from windows for any amount of time is strictly prohibited. If a screen falls out of a room window, it is the resident's responsibility to report it to maintenance.
- b. Windows should remain closed during break periods.
- c. During winter months, keep all windows closed and latched to regulate the temperature of your space and protect the building's heating system from freezing. During extreme cold weather, staff will address spaces to close windows that are observed open.

## **22. Room Care**

Students are responsible for maintaining reasonable sanitation and safety standards, including personal hygiene. If upon inspection, university staff discover safety and sanitation conditions below standard, the student will receive a written notice prescribing corrective action. If, after a reasonable time, the corrective action has not occurred, additional disciplinary actions may be taken, including possible eviction and/or fines.

### **23. Security**

Security systems are designed for the protection of all students. Vandalizing these systems will not be tolerated. Students found vandalizing exterior building doors, locks, cameras, or any other security system will be subject to appropriate university disciplinary action and/or fine/fee. Any student who props a locked or secured door is subject to a fee and/or disciplinary action.

### **24. Smoking**

All residential facilities are non-smoking inside or within 50 feet of each building. This policy includes the use of e-cigarettes and vape devices.

### **25. Theft Prevention**

Thefts may occur if students leave their personal items unguarded in public areas or leave their room unlocked. To help protect your personal property:

- I. Lock the room door at all times.
- II. Never lend a room/apartment key to anyone.
- III. Keep all valuables in a safe place; do not leave valuables in the open and unattended.
- IV. Report suspicious persons to the University Police and the residence hall staff.
- V. Do not permit anyone other than your guest(s) to enter the building behind you. Make sure the main door shuts and locks behind you.
- VI. Do not prop open exit and stairwell doors.
- VII. Report lost keys to the front desk immediately.

### **26. Trash and Trash Removal**

Residents are solely responsible for bagging trash that accumulates in their room or apartment and disposing of such trash by depositing it in the designated dumpster and recycling containers. Students may not leave trash outside their room or apartment door and will be subject to charges. Residents are expected to remove all trash from their rooms/suites/apartments at all Break Closings. Students who fail to remove trash for break periods will be billed per bag for its removal.

### **27. University Recreational Equipment**

Most communities come equipped with a billiard table and/or table tennis table (ping-pong table). This equipment must be used as intended by the design. Students who damage the equipment and/or supplies associated with the equipment can be charged for the necessary repairs/replacement.

# Meal Plan and Dining Hall Policies

This section outlines in greater detail the expectations, guidelines, and regulations around meal plans and dining. All students with a meal plan are expected to be familiar with this section of the Residential Policies and Procedures.

## 1. Meal Plan Eligibility and Requirements

- I. All students residing in a residence hall on campus are required to be on one of the designated meal plans.
- II. First-year residents must select an unlimited meal plan.
- III. Students in university apartments are not required to be on a meal plan but may opt to purchase one.
- IV. Students required to be on a meal plan who fail to make self-selection or select a plan they are not eligible for will be placed on the default plan and billed accordingly.
- V. Students who are not required to live on campus, regardless of where on campus they live, are eligible for the 'restricted' meal plan.

## 2. ID Expectations

A valid university ID card programmed for a dining plan will be used to enter Prospect Dining Hall. University ID cards and meal plans are strictly nontransferable. The owner of a dining plan-programmed ID card is responsible for its condition, security, and proper use and is subject to disciplinary action for its unauthorized use. Lost or stolen ID cards should be replaced or locked immediately.

## 3. Cancellations and Refunds

- I. In the event of official withdrawal, suspension, or mutual consent of the parties to terminate this agreement, the effective date for calculating any refund on a paid semester dining plan will be determined by the date the plan is invalidated. Refunds are calculated as follows:
- II. Refunds for students who decide not to return or withdraw are subject to federal and university guidelines.
- III. Refunds for eligible board plan drops are pro-rated based on the number of meals and FlexCash used at the time the meal plan is invalidated.
- IV. Students who are removed or suspended from dining facilities due to a student conduct matter are not eligible for a dining refund.

## 4. Meal Plan Availability

Dining Hall meal services will be available each year according to the stated days and hours for each facility. Meal plans will generally begin on opening day of each semester and end on the last day of classes each semester. Meal plans are not in operation during official closings such as Thanksgiving, Winter Break (or Winterim) and Spring Break.

Meal plans and associated FlexCash are available for the designated semester. Any remaining balances expire at the end of each semester. Panther Bucks carry over from semester to semester and do not expire. Any Panther Bucks balance remaining on the account when an individual leaves PSU will be refunded to their financial account. Once a meal plan is selected, changes are limited. When a meal plan change is permitted, it may result in prorated financial adjustments if components of the plan have already been utilized. Contact the Office of Residential Life & Dining Services for more information.

## 5. General Dining Expectations

Students are expected to abide by all university policies and behavioral standards while using the dining facilities. Additionally, students need to be familiar with the following Dining expectations:

- I. Cooperation with stated procedures of self-bussing of food dishes and cleaning up after oneself is expected.
- II. All Dining Hall equipment (China/glassware/flatware) is for use within the building and

not to leave the building.

- III. Outside containers are prohibited at all times.
- IV. Proper footwear and clothing are required in the Dining Hall.
- V. Removal of dining hall food or property is prohibited unless participating in a PSU Dining sponsored to-go program.
- VI. Students found with Dining equipment or utensils are subject to a fine by Residential Life & Dining Services
- VII. Failure to abide by policies could result in a community standards referral or other appropriate action.