KEAN OFFICE OF RESIDENCE LIFE



RESIDENT STUDENT HANDBOOK



RESIDENCE HALLS POLICIES AND PROCEDURES

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WELCOME

Dear Resident Student,

It is our pleasure to welcome you to on-campus living at Kean University. Congratulations on taking this opportunity to expand your educational experiences at Kean by joining our residential community! As you will discover, living in a residence hall is a unique experience. As an active member of the community, you will have an opportunity to work with others to set a standard of living conducive to personal and academic growth.

The Office of Residence Life staff's goal is to create an environment that supports learning and community development. To accomplish this, we are committed to supporting the differences among individuals within our community and, at the same time, to serving the needs of the University as well as the local and global community in which it exists. Above all, our staff is dedicated to making the residential experience a full and rewarding one for each of you. However, we cannot succeed in this effort alone. You are encouraged to take advantage of the leadership, educational and social opportunities offered to the resident student. We hope that you will participate by planning social and educational programs, initiating contact with your neighbors and floormates, and collaborating with them in building a sense of community.

This handbook is your guide to residence hall policies, procedures, and services. We hope you will assist us in providing an atmosphere of mutual respect through cooperative and responsible behavior. Should you have any questions or suggestions, please know that we are here to assist you in any way that we can.

Sincerely,

The Office of Residence Life

KEAN UNIVERSITY MISSION STATEMENT

Kean University is a public cosmopolitan university serving undergraduate and graduate students in the liberal arts, the sciences, and the professions. The University dedicates itself to the intellectual, cultural, and personal growth of all its members — students, faculty, and professional staff. In particular, the University prepares students to think critically, creatively, and globally; to adapt to changing social, economic, and technological environments; and to serve as active and contributing members of their communities.

Kean offers a wide range of demanding programs dedicated to excellence in instruction and academic support services necessary to assure its socially, linguistically, and culturally diverse students the means to reach their full potential, including students from academically disadvantaged backgrounds, students with special needs, and adults returning to or entering higher education.

Kean is steadfast in its dedication to maintaining a student-centered educational environment in which diversity can flourish and an atmosphere in which mutual respect characterizes relations among the members of a pluralistic community. The University seeks to combine excellence with equity in providing opportunities for all students.

Kean is a teaching university, and Kean faculty dedicate themselves to student learning as well as academic rigor. The focus on teaching excellence is supported by a commitment to research, scholarship, creative work, and innovative uses of technology. The focus includes the advancement of knowledge in the traditional disciplines and the enhancement of skills in professional areas.

Kean is committed to providing global educational opportunities for students and faculty. Kean is an interactive university, and the University serves as a major resource for regional advancement. Kean collaborates with business, labor, government, and the arts, as well as educational and community organizations, and provides the region with cultural events and opportunities.

OFFICE OF RESIDENCE LIFE

Kean University's residence halls accommodate approximately 2,000 students. They are a combination of four mid-rise self-contained apartment complexes and three traditionally styled residence halls. The residence halls contain various types of amenities for students to utilize including lounges throughout the halls, student mailboxes, flat-screen TVs, vending machines, flexible multipurpose rooms, game rooms, coinless laundry machines, wireless and hardwired Internet, and a community center that houses the Residence Hall Director's Office. The residential community can also use their meal plans in the 300-seat "all-you-care-to-eat" style cafeteria and enjoy the 50-seat screening room.

GUIDING PRINCIPLES

MISSION STATEMENT

The Office of Residence Life seeks to offer innovative, diverse, and supportive living-learning experiences. We aim to empower students to be engaged leaders of their campus and the community beyond the classroom.

CORE VALUES

The Office of Residence Life has developed a foundation that is sustained by the following core values:

- **Respect:** Residence Life provides an environment that recognizes individual differences and needs yet encourages the development of community living and respect for the rights of others.
- **Quality of Life and Safety:** By providing residence halls that are safe, comfortable, and well-maintained, Residence Life creates an environment conducive for academic and personal growth.
- **Student Development and Academic Success:** We provide opportunities for student participation in a variety of social, cultural, recreational, service, and educational activities and experiences. Through a comprehensive programming model, we encourage student involvement and promote opportunities for personal and professional growth.
- **Wellness:** Residence Life has created an environment responsive to exploring one's self and to the emotional and physical needs of all residents.

STATEMENT OF HUMAN RELATIONS COMMITMENT

- I am a student; I am a staff member; I am a faculty member; I am an important part of the Kean University community. I care about people.
- I will neither exercise nor tolerate discrimination based on race, ethnic origin, gender, disability, age, religion, or sexual orientation. I will not support individuals, organizations, and departments that practice discrimination. I will support each individual community member's right to fair, unbiased treatment, whether it is in access to education, campus life, employment, or services. I challenge myself and others to recognize the diversity of our community and to incorporate our multifaceted population in our decision-making processes.
- I encourage the University to provide human relations training, multicultural educational programs, and activities that foster constructive interaction among the University's diverse populations.
- I have set this as one of my life's goals to continue to learn about the rich cultural tapestry that makes up the Kean University community as well as the world I live in and to create an atmosphere of mutual respect, understanding, and appreciation for each individual member of these communities.
- I celebrate our cultural diversity and urge all to join me in promoting this supportive and enriching environment as a community of learners and leaders.
- I am Kean University. I am the world. I am many colors. I am diverse in languages. My histories and traditions are many. I am growing. I am learning.
- I thrive on challenges. I long to understand. I strive to overcome. I am strong because I am many, but I am ONE.

ANTI-DISCRIMINATION

Kean University's residence halls make up a community enriched by diversity. Our goal is for everyone to be assured equality of treatment and opportunity. Insensitive treatment of others based on race, religion, color, sex, age, disability, national origin, or sexual orientation will not be tolerated.

ROOMMATES' BILL OF RIGHTS

The following Roommates' Bill of Rights is a reminder to each resident of their responsibility to their roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other.

The basic rights of a roommate include:

1. The RIGHT to read and study in one's room free from undue interference. Unreasonable noise and other distractions inhibit this RIGHT;
2. The RIGHT to sleep without undue disturbance by noise, guest of roommate(s), etc.;

3. The RIGHT to expect that a roommate will respect one's personal belongings;
4. The RIGHT to a clean environment in which to live;
5. The RIGHT to free access to one's room and facilities without pressure from the roommate;
6. The RIGHT to privacy;
7. The RIGHT to host guests (with the agreement of your roommate[s]) with the understanding that guests are to respect the rights of the host's roommate(s) and other hall residents;
8. The RIGHT to be free from fear of intimidation and physical or emotional harm; and
9. The RIGHT to address grievances.

Your Residence Life staff is available for assistance. Remember, to be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommate(s) enjoy these rights. The personal growth that can be gained by living in a campus community can be enormously enriching and a realistic ground for the future. Students are encouraged to work out and resolve problems with the help of staff members through mediation or roommate/suitemate contracts if the need arises.

STAFF & STRUCTURE

The Office of Residence Life is the unit within the Division of Student Affairs that is responsible for on-campus housing and the resident students' welfare while residing on campus.

The office is located in Upperclassmen Residence Hall and includes the offices of the Director, Associate Director, Assistant Directors, and Coordinators. Office hours are from 9 a.m. to 5 p.m. Monday through Friday. Evening office hours take place Monday through Sunday from 7 to 9 p.m. in the residence hall community centers. Hours of operation during the summer are generally Monday through Friday, 8:15 a.m. to 5:30 p.m.

PROFESSIONAL STAFF

Director

The Director of Residence Life is a full-time, 12-month, professional position in the Office of Residence Life. The Director oversees all aspects of the residential educational and housing operations of the Office of Residence Life. The Director provides strategic direction, leadership, budget management, procurement, and supervision of the department including facility long-term planning, residential education initiatives, staff development, and assessment initiatives. The Director supervises the residential life staff, executes policy and procedures, and functions as a liaison between the residence halls and the University. The Director also serves on the University's Behavior Intervention Team.

Associate Director
The Associate Director of Residence Life is a 12-month, full-time position in the Office of Residence Life. They are responsible for assisting in the management, development, and operation of all aspects of Kean's housing and residence life services. The Associate Director works closely with the Director to provide leadership and management of the department by providing educational, advising, programming, and leadership development through cross-campus collaborative efforts. The Associate Director acts with the authority of the Director in their absence; creates policies and procedures for Residence Life, and does related work as required.

Assistant Director of Residential Education & Development
The Assistant Director for Residential Education and Development is a 12-month, full-time position in the Office of Residence Life. They will be responsible for the supervision, development, and assessment of a comprehensive residence education effort, including personal development and civic engagement opportunities. Responsibilities include supervising student development programs for 2,000 students in multiple facilities; monitoring staff and committee budgets and expenditures; and overseeing departmental safety and security programs. The Assistant Director provides leadership for the departmental assessment program and implements several departmental initiatives including the Educational Support Program, Living Learning Communities, and Freshman Year Experience.

Assistant Director of Residential Recruitment & Retention
The Assistant Director of Residential Recruitment is a 12-month, full-time position in the Office of Residence Life. They enable the Office of Residence Life to meet its enrollment goals by actively participating in recruitment efforts targeting current and prospective students (undergraduate and graduate), assisting with recruitment programming, and overseeing customer service and campus visitation initiatives. The Assistant Director focuses on the recruitment and retention of residential students and serves as the departmental representative for recruitment and retention efforts throughout the university. Primary duties include providing guidance and coordinating the following processes: assessment, analyzing housing data collection, generating reports, and maintaining effective systems for recruitment and retention. The Assistant Director works to create an environment conducive to academic excellence and fosters personal development and a sense of community within the living environment.

Managing Assistant Director of Residential Facilities
The Managing Assistant Director for Residential Facilities is a 12-month, full-time position in the Office of Residence Life. They are responsible for the coordination of preventative and ongoing facility maintenance programs. They will work in conjunction with the Office of Facilities and Campus Planning to provide a safe, clean, and well-maintained living environment. They will oversee all vendor services including laundry, telephone, cable, Internet, etc.

Assistant Director of Residential Operations
The Assistant Director of Residential Operations is a 12-month, full-time position in the Office of Residence Life. They are responsible for various aspects of housing operations. They assist with various departmental processes including room selection, room change, billing, damage charges, and opening and closing of the residence halls. They are responsible for the overall marketing of the residential facilities. The Assistant Director of Residential Operations works to create an environment conducive to academic excellence and fosters personal development and a sense of community within the living environment.

Housing Specialist
The Program Services Specialist position is a 12-month, full-time position in the Office of Residence Life. The Program Services Specialist works with the Assistant Director of Residential Operations to coordinate housing assignments and billing.

Office Support Specialist
The Program Services Specialist position is a 12-month, full-time position in the Office of Residence Life. The Program Services Specialist manages the day-to-day operations of the main office. They are responsible for the processing of all procurement needs for the Office of Residence Life.

Residence Hall Directors
The Residence Hall Director (RHD) is responsible for all administrative, educational, and supervisory responsibilities of one or more assigned halls. They create a living environment where students can maximize their academic success and where the safety and welfare of all residents are promoted. The RHD's responsibilities include staff supervision, student discipline, facilities maintenance, programming, room occupancy/changes, duty rotation, and project areas as assigned. The Residence Hall Director is a full-time, live-in position.

Graduate Hall Director
The Graduate Hall Director (GHD) assists the Residence Hall Director in all administrative, educational, and supervisory responsibilities of one or more assigned halls. They create a living environment where students can maximize their academic success and where the safety and welfare of all residents are promoted. The GHD's responsibilities include staff supervision, student discipline, facilities maintenance, programming, room occupancy/changes, duty rotation, and project areas as assigned. The Graduate Hall Director is a part-time, live-in position.

Graduate Assistants
The Graduate Assistant position is a ten (10) month, paraprofessional position with the Office of Residence Life. Supervised by the Central staff, Graduate Assistants are responsible for a variety of responsibilities in the areas of programming, facilities management, and community standards.

STUDENT STAFF POSITIONS

Access Tutors
The ACCESS Tutors are full-time students that assist resident students with their coursework through individual or small-group tutoring. ACCESS Tutors are available to provide a variety of support services for residents. At the residents' request, the ACCESS tutors will offer instruction for any given subject and tutorial services in various academic fields of interest.

Customer Service Representative
The Customer Service Representative (CSR) is a Paraprofessional staff member of the Office of Residence Life. During the academic year, the CSR serves as the main office assistant and acts as a resource to the residential community. A CSR must have an overall working knowledge of the University so they can appropriately answer questions in person and via phone as well as manage various projects within the Main Office of Residence Life. The staff facilitates the development of a sense of community, which is conducive to student and guest growth.

Desk Service Representatives
The Desk Services Representative (DSR) is a Paraprofessional staff member of the Office of Residence Life. During the academic year, the DSR serves as a security measure for all occupants in the residence halls. A Desk Services Representative must have an overall working knowledge of the University. A Desk Services Representative must be clear of any type of disciplinary record which may call into question an individual's suitability for the Desk Services Representatives position. Desk Service Representatives may also assist with the Computer Lab and Game Rooms; Depending on their assignments they are responsible for providing software assistance and guidance to computer users, as well as the monitoring and maintenance of the computers and the facility. They are also responsible for distributing equipment and monitoring the game room facility.

Senior Resident Assistant
The senior Resident Assistant (SRA) position offers the opportunity to take on additional roles and responsibilities from those of a Resident Assistant. The SRA position is highly individualized to meet the needs of specific communities and to provide leadership development for individual SRAs. Together with their supervisor(s), SRAs work to fulfill the specific needs of their staff and community while engaging in opportunities to grow as a leader.

First-Year Resident Assistant

First-Year Resident Assistants are live-in paraprofessional staff members who have a visible, active, and positive presence in first-year residence halls. First-Year Resident Assistants work individually and collaboratively to help first-year students experience a positive transition to Kean University. First-Year Resident Assistants implement programs and initiatives that provide first-year students opportunities to connect to faculty and instructors in an informal atmosphere. The programs will create an environment in which the first-year student is able to learn about the role they play in the larger community around themselves as well as incorporating the idea of one's existential sense of meaning and purpose towards life. First-Year Resident Assistants also help maintain the safety and security of the residence halls.

Upper-Class Resident Assistant

Upper-Class Resident Assistants are live-in, paraprofessional staff members who have a visible, active, and positive presence in the upperclassmen residence halls. Upper-Class Resident Assistants work individually and collaboratively to help upper-class and transfer students successfully transitioning through college experience to a life beyond college. The Upper-Class Resident Assistant implements programs and initiatives that create an environment in which the upperclassmen student is able to learn about the role they play in the larger community around themselves as well as incorporating the idea of one's existential sense of meaning and purpose towards life. Additionally, a critical part of the Upper-Class Resident Assistant experience is connecting upperclassmen students with academic resources that will assist with the transition from Kean University to professional job training which includes faculty/instructors, Career Services, tutors, study locations, and libraries. The Upper-Class Resident Assistant also helps maintain the safety and security of the residence halls.

For more information regarding employment opportunities in the Office of Residence Life, contact the main office at (908) 737-1700.

THE STUDENT CODE OF CONDUCT

COMMUNITY STANDARDS & PROCEDURES

The Office of Residence Life is committed to providing a residential and campus environment that is conducive to academic inquiry in the university tradition. Kean is a metropolitan, comprehensive, teaching university that exists to foster inquiry and public discourse. It is also a community. At Kean, student members of the community are expected to abide by certain community standards that form the basis of the Student Code of Conduct and ensure that their visitors do likewise. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. When residents fail to adhere to the community standards, appropriate proceedings may be initiated under the Office of Student Accountability, Standards and Education to address conduct violations and its consequences.

DEFINITION OF A RESIDENTIAL STUDENT

For the purposes of enforcing the policies as outlined in the Office of Residence Life Handbook, residential students are defined as all persons living in the residence halls and registered for twelve credit hours at the University and are deemed as full-time students pursuing undergraduate, graduate, professional studies, or continuing education.

THE COMMUNITY STANDARDS PROCESS UPHOLDS COMMUNITY VALUES

The community standards process is intended to protect the interests of all members of the residential campus community, and appropriately address conduct, not in accord with the Student Code of Conduct or the policies as outlined in the Office of Residence Life handbook. Remedies and sanctions are intended to contribute to the development of student decision-making and to help them bring their behavior into accord with community values. When a residential student does not conform their behavior to community expectations, the residential student may be subject to appropriate remedies and sanctions including, but not limited to, termination of the housing contract, placement on the University No-Trespass list, restriction or loss of the privileges in regards to visitation and/or participation in this residential community. The community standards process is different from criminal and civil court proceedings. Procedures and rights in residential student community standards proceedings are conducted with fairness to all but do not include the same process afforded by the courts.

JURISDICTION OVER RESIDENCE LIFE COMMUNITY STANDARDS

The Residence Life Handbook may be accessed on the Residence Life Website https://www.kean.edu/reslife. Residential students are charged with the responsibility to read and abide by the provisions of the residence Life Handbook and the authority of the community standards process. The residential student community standards process applies to the conduct of individual residential students and their guest(s). Moreover, these procedures are based on shared values, it sets a range of expectations for the Kean residential student no matter where or when their conduct may take place in the residential halls. The Student Code of Conduct may be applied to conduct that takes place during the time a person is enrolled as a student, including during intra-semester breaks and between semesters.

The Student Code of Conduct applies to guests of residential community members, whose hosts may be held accountable for the misconduct of their guests/visitors to the residence halls. Sanctions for violations by visitors and guests may be referred to the Office of Student Accountability, Standards and Education and/or Kean University Department of Public Safety and Police.

The policies listed here are written as prohibitions; that is, they are stated as behavior that is prohibited in all residence halls, buildings and grounds. These policies are enforced through the Office of Student Accountability, Standards and Education and the Office of Residence Life.

DISCIPLINARY PHILOSOPHY

The Office of Residence Life strongly holds to the idea that we are bound to facilitate education for the personal growth of Kean University students. The primary reason a disciplinary system exists is to help resident students realize that groups of people living together need policies; not to restrict, but rather to maximize personal freedom and to make life generally more pleasant.

We strongly believe that every experience in a student's life can be educational. A student's education at the University is not limited to an expansion of their academic knowledge but should include the development of an appropriate moral and ethical code that allows them to function properly in society. Furthermore, a student's education should include an awareness of their responsibilities to others and how they are cognizant of their status as a member of a social group, and how to live within the rules necessary for the proper functioning of that and other groups in society.

In essence, the goal of the student conduct process is education. It is intended to serve this purpose by identifying socially unacceptable behavior and ensuring that the student adapts to the norms of the University community while simultaneously providing for the needs of the individual student. Of course, to impress upon the student the inappropriateness of their past behavior and the need for appropriate behavioral change, student conduct action may be necessary. As a last resort, separation from the residence halls and/or University may also become necessary in certain cases. This may be the case when the student's conduct is either a flagrant violation of their fundamental responsibilities as a student, or presents a serious

detriment to the welfare of the University community, or is of a continuing and intentional nature indicative of the improbability of the student's willingness to make the necessary behavioral modification.

The student conduct process takes into account the personal and academic needs of each individual student on a case-by-case basis. Any disciplinary action will balance the unique needs, circumstances, and motivation of the student with the needs of the greater Kean community.

Therefore, prevention and re-education are the two basic functions of discipline. Prevention necessitates an awareness of potential areas of trouble and a concern with helping students before they get into difficulty. Re-education involves assisting the student to reorient and redirect themselves constructively with respect to their social, personal, and ethical development.

The Office of Residence Life disciplinary structure is designed to outline the procedures used in the residential area and to clarify the expectations we hold concerning student behavior on campus.

COMMUNITY STANDARDS HEARING PROCESS & PROCEDURES

FOR THE FULL PROCESS PLEASE REFER TO THE STUDENT CODE OF CONDUCT

GENERAL PROCESS

A report in regard to a policy violation of a residential student for violations as outlined in the Residence Life handbook may be made in writing by anyone who feels the Residence Life policies have been violated.

An Incident Report form link may be found online by clicking this link or at the following web address, https://tinyurl.com/5adebp87. The report should include as much detail of the alleged violation as possible and to the degree possible include specific references to that part of the Office of Residence Life policies that were violated.

The report must include the name, campus address, and telephone number of all parties involved and as much information as is known about the person(s) involved. If there are any witnesses, their names and campus addresses should also be provided if known. There should be as much detail as possible. In exceptional circumstances, provisions may be made to protect the identity of reporters and witnesses upon request.

The Incident Report is submitted to the Director of Student Accountability, Standards and Education or designee and/or Residence Hall Director for proper review. The administrator(s) will determine from the report if the incident indicates an alleged violation and will institute the student conduct process as required.

Initial Investigation
Upon receipt of an Incident Report the Office of Student Accountability, Standards and Education will inquire as to the circumstances surrounding the event in question to determine whether there are sufficient grounds to believe that a violation occurred.

Interview(s) will be scheduled to obtain a written statement from the person(s) reporting the alleged violation, the accused student, witnesses, and/or other persons directly involved in the incident.

Based upon the sufficiency of the facts collected during the interview(s) and the Incident Report(s) filed, an investigation will commence to review the circumstances surrounding the incident in question and determine whether it warrants a referral for disciplinary action. If a determination of the facts collected and the Incident Report(s) filed does not warrant further action, the matter will be closed. Such determinations are appropriate where the report filed does not violate any University and Office of Residence Life policy, and/or when there is insufficient evidence to support a reasonable belief that the policy has been violated.

Interim Suspension of Housing and Visitation to Residence Halls
(Temporary Notice of No Trespass - Residence Life)
Based upon the sufficiency of the complaint and pending the completion of the Office of Residence Life investigation and subsequent hearing process, the accused resident student may be placed on the University Trespass list temporarily and issued a Temporary Notice of No Trespass for the Residence Halls. This decision may be related to the physical or emotional safety and well-being of the student, to protect the integrity of the investigation, pending the outcome of a psychological or medical assessment, and/or for reasons relating to the safety and well-being of students, faculty, staff, or University property. During this time the accused resident student is not permitted nor privileged to visit, nor occupy, or enter any room/apartment, or residential structure, or property in the immediate area and surrounding the residence halls, the residence halls quad area, the area immediately surrounding the Whiteman, Dougall, Freshman, and Upperclass halls, Cougar Hall and the Residence Dining Hall), for any reason, on foot or in a vehicle without prior permission from the Office of Residence Life or the Office of Student Accountability, Standards and Education. Failure to comply with this directive may result in arrest by University Police. If items are required from the resident student's room/apartment during this time the resident is required to contact the Office of Residence Life to set an appointment to retrieve items. The resident student is permitted to attend classes during this interim suspension of housing and visitation from the residence halls. Whenever such action is taken, an Office of Residence Life community standards hearing will be convened within ten (10) business days, unless an extension is agreed upon. The Office of Residence Life community standards hearing process is outlined below.

No-Contact Order
In order to preserve the integrity of the community standards process, a No-Contact Order may be imposed between residential students when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining to all parties the expected behavior including the prohibition of face-to-face contact, correspondence, email, instant message, or telephone. Friends and relatives are also prohibited from contact on behalf of either party.

Student Notification
Following the occurrence of an incident, the student shall receive a letter informing the student of the forthcoming conference appointment as well as the alleged policy violation(s). The letter will indicate the time, date, and location required to meet with the respective administrator. In the event that the appointment conflicts with the student's schedule, it will be the student's responsibility to notify the administrator to reschedule the appointment within 24 hours of the meeting time.

Three attempts will be made to the student regarding notification. Following the third attempt without a response from the student, a decision will be made concerning the alleged violation or violations without the student's input and/or presence based on the information provided in the Incident Report.

As a student allegedly involved in an incident or witness to an incident, the Office of Residence Life cannot stress enough the importance of contacting the Residence Hall Director as soon as possible.

Student Conduct Disciplinary Conference
The student will meet with the respective administrator and must provide a statement of the incident in writing using this link or https://tinyurl.com/txdkyzn7.

The student will be permitted to have witnesses interviewed to present information on their behalf. Witnesses will be required to submit a written statement. In addition, a student may attend the conference with an advisor; however, the advisor will not be permitted to participate in the conference directly. The advisor may communicate only through writing, outside communication, or prior to the beginning of the disciplinary process. If a student chooses to have an attorney as their advisor, 48 hours' notice must be provided to the respective administrator.

A student wishing to review documented reports of the alleged incident may do so by completing a request here or https://tinyurl.com/57997uum five (5) days prior to the date of the conference.

Standard of Proof
The Standard of Proof to find a student responsible for a violation is known as preponderance of the evidence. This is equated to 50.1% that the student was responsible for the violation; in other words, more likely than not. Once it has been established that the incident occurred, it is the student's responsibility to prove that they are not responsible.

Decision Letters

A student will receive a Decision Letter via Kean email once the process is completed. A Decision Letter will provide the student with a basic chronology of events, alleged violations, findings, sanctions (if any), and appeal information. There is no specific time limit regarding the distribution of a Decision Letter although timeliness is stressed. Should a student wish to appeal the decision, a deadline will be provided. For further information regarding the Appeal Process, please review the Appeal Process section below.

Appeal Process

1. Where an individual is found responsible for a violation of the Code that may lead to a sanction less serious than suspension or expulsion, the individual can appeal on the following grounds:
    a. A sanction that falls outside the sanction range commonly assigned for the offense
    b. A material deviation from written procedures that jeopardized the fairness of the process
    c. A demonstrable bias by the hearing officer
    d. New information, unavailable at the time of the hearing, that could be outcome determinative

The appeal may be completed using this link or https://tinyurl.com/328j53nx. The appeal to the Review Committee for Appeals must be received within five (5) business days from the date of the administrator's determination.

2. In the case of suspension or expulsion, the student can appeal in writing to the Vice President for Student Affairs within three (3) business days of the receipt of the hearing officer's determination.
3. In the case of housing termination, the student can appeal in writing to the Associate Vice President of Student Affairs or designee within three (3) business days of the receipt of the administrator's determination. Upon receipt of the Appeal Request Letter, the initial sanction or sanctions may be temporarily suspended, based upon the discretion of the respective administrator, until an Appeal Decision is completed.
4. In the case of suspension or expulsion, the student will not be permitted to be on campus or attend classes pending the outcome of the appeal unless implementation of the sanction is delayed by the Vice President for Student Affairs due to extraordinary circumstances.

STUDENT'S RIGHTS

Each student living within the residence halls has rights that are recognized by the disciplinary system. These rights are as follows:

- To be assumed not responsible until found responsible, by the greater weight of believable evidence, of unacceptable behavior.
- To be informed of the minimum and maximum sanctions that may be imposed.
- To be provided with written notification of the specific charges.
- To be informed that written or physical evidence collected may be presented during the conference.
- To review the documentation prior to the scheduled conference.
- To have an advisor present during the conference.
- To present witnesses with knowledge of the incident for the conference
- To have a fair disposition of all matters as promptly as possible.
- The right to appeal any findings of responsibility and/or assigned sanctions

Mitigating and Aggravating Circumstances
If a resident is found responsible for a violation of any Office of Residence Life policy as outlined in this handbook and/or procedure the administrator involved in the sanctioning process may consider mitigating and aggravating circumstances in recommending or imposing a sanction.

Factors that may be considered upon the discretion of the administrator, after responsibility has been determined, are:

- Present attitude of the respondent.
- Past administrative or disciplinary record of the respondent.
- The severity of the damage, injury, or harm resulting from the offense. Whether the violation involved an action directed at another because of their racial, religious or ethnic background or gender.
- Whether the respondent promptly took responsibility for their violation.
- The respondent's honesty (or lack thereof) and cooperation with staff during the investigation of the violation and subsequent administrative disciplinary proceedings.

COMMUNITY STANDARDS POLICY VIOLATIONS

The burden of proving that a violation was committed, and where it was committed, always rests with the presenter. Once a violation is shown to have occurred in a resident's room or apartment, any individual present at the time of staff confrontation must then prove that they were not responsible for having committed the violation. This includes any guests of the resident student.

Each violation has a cumulative effect, and a person's previous violations during the course of the semester, as well as the previous semester, will be considered when sanctions are prescribed. Additional violations that occur while a resident is on probation may be grounds for residence hall contract termination and/or separation from the University.

RESIDENCE HALL VIOLATIONS

DANGEROUS PRACTICES

Residents who participate in these practices are subject to fines, disciplinary action, and/or termination of the housing contract.

1. Any blocking or preventing the use of room doors, hallways, exit doors, and/or stairwells.

2. Any action that consciously or unconsciously compromises the security of residents.

3. Any construction or modification of the residence hall that may contribute to a fire hazard, physical danger, or unsafe condition.

4. Any entering or misusing restricted areas such as roofs, fire escapes, workrooms, first-floor or ground-floor windows, or storage areas.

5. Any use of flammable materials, smoking (cigarettes, cigars, or similar), open flames, candles, incense, other heat-producing materials, devices such as kerosene lamps, or devices containing gas.

6. Any use of power tools, saws, etc.

7. Any use of roller blades, bicycles, roller-skates, or motorcycles/motorbikes within the residence halls.

8. Bringing or storing flammable material in a residence hall.

9. Using prohibited cooking appliances in student rooms.

10. Propping open entrance or exit doors.

11. Leaving food cooking unattended resulting in activation of the fire alarm system or trouble alarm system.

12. Allowing strangers to follow you into a residence hall through an entrance door.

13. Climbing or scaling the exterior wall of a residence hall.

14. Entering and exiting through the emergency exit doors or permitting persons to enter or leave the building through these doors when no emergency exists will be subject to disciplinary action, including a $100.00 fine and potential dismissal from the residence halls.

15. Installing a satellite dish, antenna, or any hardware that protrudes from a window or attaches to the exterior of a residence hall; hanging any objects out of windows.

16. Altering electrical outlets or circuits in residence hall rooms.

17. Installing ceiling fans or air conditioners.

18. Installing locks or chains on room doors.

19. Installing lofts.

20. Drilling into windowsill surfaces, ceiling or floor tiles, or puncturing insulation on pipes.

21. Removing screens from windows.

22. Moving wardrobes from their original location or storing items on top of them.

23. Items stored in the hallway closet must be at least 35 inches from the circuit breaker.

24. Any fire safety violation including hanging items from the room ceiling or fire equipment (sprinkler, smoke detector).

PROHIBITED ITEMS & ACTIVITIES

For the safety of all resident students, the following items and/or activities are prohibited in the residence halls. These items may be confiscated and disciplinary action will be taken.

Activities

- Covering smoke detectors or any action that interferes with the building fire detection system.
- Excessive accumulation of trash in the rooms. Take out the trash regularly!
- Moving furniture to create barriers or obstructions which may hinder exits (door/window) from the room.
- Failure to promptly evacuate upon activation of the fire alarm.
- False activation of the fire alarm or discharging of the fire extinguishers.

Animals

- No animals allowed (except fish in a 10 gallon tank or approved service/emotional support animals)

Electronics

- Transmitting equipment/CB radios
- Radio and TV masts or aerials (indoor antennas excluded)
- Lithium battery-powered transportation devices including storage on campus (ex: scooters, bikes, skateboards, hoverboards, etc.)

Cooking Items

- Portable cooking appliances (ex: rice cookers, waffle makers, air fryers, etc.)
- Toasters and toaster ovens
- Electric grills (ex: George Foreman Grills) or skillets
- Hot plates
- Microwaves or mini-fridges (only those provided by Kean University are allowed)

Lighting

- Kerosene lamps and other highly flammable substances (ex: gas-containing devices)

Room Items

- Candles (including decorative candles)
- Incense
- Waterbeds
- Air mattresses
- Fans with exposed blades
- Any supplementary heating appliance (liquid-fueled or electric)
- Dartboards
- Live Christmas trees
- Weightlifting apparatus
- Music amplifiers
- Extension cords
- Outlet adapters (only surge protectors are allowed with an on and off switch)
- Furniture (ex: chairs, couches, mattresses, etc.) unless provided by Kean University
- Wall and ceiling hangings cannot exceed 50% of the aggregate wall space (ex: tapestries, posters, etc.)

Weapons

- Firearms
- Paintball guns
- BB guns
- Fireworks
- Firecrackers
- Explosives
- Chemicals
- Any kinds of knives

Smoking, Drugs, & Alcohol

- Cigarettes, cigars, cigarillos, etc.
- Vapor pens
- Hookahs
- Electric Pens
- Drugs/narcotics and paraphernalia
- Alcoholic beverages and paraphernalia
- Alcohol containers empty or full kegs of beer, “beer balls,” or similar that are empty or full

Suggested Alternatives:

- Wax warmers, reed and oil diffusers, plug-in air fresheners
- Battery-powered candles
- Heated blankets
- Cookware like pots, pans and cooking utensils

If any of these items are found in your room it will constitute a violation of the Residence Hall Contract and Agreement and may result in a referral for disciplinary action. Residence Life Prohibited Item List could also be found online here.

COMMUNITY STANDARDS POLICIES

ALCOHOL, DRUG & NARCOTICS POLICIES

ALCOHOL POLICY

In New Jersey, it is unlawful for any person under the legal drinking age of twenty-one (21) to purchase alcoholic beverages or to misrepresent their age for the purpose of purchasing or consuming alcoholic beverages. In New Jersey, it is unlawful for any person who has not reached the legal drinking age to consume or possess alcoholic beverages even in the privacy of their own home. **Students in violation of this policy will face arrest by the Kean University Police Department and will be required to follow Union Township/Union County Court procedures.**

Alcoholic beverages are not permitted in the residence halls. Empty alcohol containers are also not permitted. Anyone allowing the consumption or distribution of alcoholic beverages to minors is subject to University and legal action. No kegs or beer balls (empty or full) are allowed in any of the residence halls or the surrounding areas. Kegs and beer balls are automatically considered a third violation and the termination of the Residence Hall Contract will occur. Open containers of alcohol within any of the residence halls and the surrounding areas are prohibited. Violators are subject to fines and legal action.

A system of fines and/or disciplinary action **based on the amount of alcohol and the severity of the violation** has been established by the University (not necessarily in this order depending upon the severity of the violation):

Students in violation of this policy will face arrest by the Kean University Police Department and will be required to follow Union County Court procedures.

First Alcohol Violation: $75.00 fine (payable by a check or money order to Kean University) within ten (10) working days, a written warning, and mandatory attendance to the Alcohol Education class (“Choices”).

Second Alcohol Violation: $125.00 fine (payable by check or money order to Kean University) within ten (10) working days and the housing sanction of probation.

Third Alcohol Violation: Termination of Residence Hall Contract within forty-eight (48) hours. Parental notification will occur if the resident is under the legal drinking age.

Fines regarding violation of the alcohol policy may only be paid via the Office of Residence Life. Fines will not be added to the Summary of Charges card.

Failure to follow through with any of the above conditions may result in termination of a student’s Residence Hall Contract.

DRUG & NARCOTICS POLICY

The possession and/or use of illegal drugs and/or narcotics is a criminal offense in the state of New Jersey. Students of Kean University may not possess, be in the presence of, distribute, sell or use illegal drugs or drug paraphernalia in the University residence halls, on campus, or in off-campus residences. Students exhibiting or distributing drugs will face disciplinary action by the University as well as prosecution by legal authorities.

GAMBLING

Gambling of any kind is not permitted in the University residence halls or anywhere on campus or in off-campus residences. Bribery for residence life privileges is also forbidden.

FIRE SAFETY

As a University, we are committed to creating and maintaining the most Fire Safe and emergency ready environment for our students and staff. In collaboration with our Fire Safety Officials within the University, we have put together a comprehensive list of prohibited items (see list on pages 21-23) we feel will aid in the safety of the residence hall community. We are committed to making sure you get the most out of living in our halls without the risk or concern of injury.

Covering a smoke detector/sprinkler system or tampering with fire safety equipment. The following fines can be levied if found responsible:

- **First Violation:** $100.00 Fine, Educational Assignment, Housing Probation & Restitution
- **Second Violation:** $200.00 Fine, Housing Contract Termination & Restitution

SMOKING POLICY

Kean University has been “Smoke-Free” since the enactment of the Smoke-Free Air Act in April 2006. This Act, as well as Kean University’s policy, prohibits smoking in any buildings on campus (including residence halls), private offices, maintenance areas, all state vehicles, and in or around the grounds of the Kean University Child Care and Development Center. **In addition, any individual who smokes in permitted areas is required to stay a minimum of three (3) feet from any building entrance.** This policy includes products such as cigarettes, cigars, hookahs, pipes, roll-your-own tobacco, smokeless tobacco, cannabis/marijuana, and electronic delivery systems (e.g., e-cigarettes, vapes, pens, etc.).

Anyone found smoking inside any buildings on campus (including residence halls), private offices, maintenance areas, or state vehicles will be subject to disciplinary action by the University. The responsibility for the enforcement of this policy is a collective effort by the entire University community. Any complaints against students should be reported to the Office of Student Accountability, Standards, and Education, Miron Student Center, Room 317.

CANNABIS/MARIJUANA

On February 22, 2021, the State of New Jersey legalized the purchase and use of recreational cannabis to be consumed on private property for adults 21 and older and decriminalized underage possession. In addition, New Jersey law permits the use of medicinal cannabis in certain circumstances (i.e., by persons holding valid New Jersey registry cards with prescriptions from appropriately registered physicians). It is important for employees and students to know these laws and understand their implications on Kean's campuses.

The passage of the law does NOT permit the use of cannabis/marijuana on University grounds, in University buildings (including residence halls), facilities, or public areas. Cannabis remains a controlled substance under federal law. As an institution of higher education that receives federal funds, Kean University must comply with the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Section 1011i). As such, the use, possession, or distribution of cannabis/marijuana for any purpose, is prohibited on all Kean University leased, owned, or controlled property, parking lots, and at University-sponsored events and activities, or while conducting University business, regardless of whether or not such use would be permissible under New Jersey law.

Therefore, it is strictly prohibited for anyone (regardless of age) to use any form of cannabis/marijuana anywhere on Kean University campus, even with a prescription. This includes vape pens, hookahs or vaporizers, and edibles. Student Health Services will not distribute medicinal cannabis nor will their representatives write prescriptions for medicinal cannabis. Furthermore, possession of and being under the influence of cannabis/marijuana are violations of the Kean University Drug and Alcohol Policy.

SANCTIONS

Any student(s) found responsible for violation of this policy will face sanctions and penalties under Kean University's Student Code of Conduct. The following range of sanctions may be imposed by the Office of Student Accountability, Standards, and Education:

First Violation:

- Written warning
- $75.00 fine
- Alternatives I Educational Program

Second Violation

- $125.00 fine
- Alternatives II Educational Program
- Housing Probation for 12 months

Third Violation

- Termination of the Housing Contract
- Parental Notification

Notwithstanding the foregoing, egregious violations of this Policy may result in more severe sanctions in the sole discretion of Kean University.

HARASSMENT, INTIMIDATION & BULLYING POLICIES

Students are prohibited from engaging in harassment, intimidation, or bullying. A student will be found responsible for harassment, intimidation or bullying if they engage in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes emails, text messages, and Internet postings on websites or other social media), whether it be a single incident or series of incidents, that occurs on the University's campus, through use of University facilities, or at any function sponsored by the University or any University-related organization, on or off-campus; that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the University or the rights of any student or other member of the University community; and that:

- involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, University employment, or participation in activities sponsored by the University or organizations or groups related to the University; or
- a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students; or creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the University community, or
- by severely or pervasively causing physical or emotional harm to the student or other member of the University community; or
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing him/her in reasonable fear of physical or emotional harm to their person, or to any member of that person's family or household, or of damage to their property.

DISCRIMINATORY HARASSMENT, INTIMIDATION, OR BULLYING

A student will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct described above as “harassment, intimidation, or bullying” which the student directs at a specific group or individual, based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression, or any other characteristic protected from discrimination by the New Jersey Law Against Discrimination, NJSA 10:5-4.

SEXUAL HARASSMENT

A student will be found responsible for discriminatory harassment who engages in conduct described above as “harassment, intimidation or bullying” which the student directs at a specific individual based on sex, or which would not have occurred but for the individual’s gender, or gender identification, which conduct is unwelcome and substantially interferes with work, educational performance or equal access to the University’s resources and opportunities. Sexual harassment is a violation of Kean University’s Statement on Equal Opportunity, Affirmative Action, Sexual Harassment and Tolerance as well as Title IX of the Education Amendments of1972, and Title VII of the Civil Rights Act of 1964 (as amended in). Under certain circumstances, sexual harassment may constitute sexual assault or abuse. The University will fully comply with all relevant civil laws prohibiting sexual harassment and all criminal laws concerning sexual assault. Please see the University policy on sexual misconduct at https://www.kean.edu/offices/policies/sexual-harassment-policy.

SEXUAL MISCONDUCT POLICY

Members of the University community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. To view the Sexual Misconduct Policy, please click here.

GUEST POLICY

Residents are permitted to invite outside guests who are 18 years of age and above such as commuter students, family & friends to visit them during the day. Each resident can have two (2) guests at one time which can include another Kean resident or non-resident/commuter or non-Kean affiliated guest.

Residents are also permitted to host visitors overnight. Each student is allowed a maximum of 20 overnight guests per semester, and all overnight visitors must be approved by all suitemates and by Residence Life staff. Overnight guest forms can be found in your building's community center.

All guests are expected to abide by Kean University policies and procedures. Resident hosts are responsible for the actions of their resident visitors/guests and are subject to disciplinary action if their resident visitors/guests violate University policies and/or procedures.

VISITATION & ENTRY PROCEDURES

Residents are required to present their Kean ID to security staff at all times when entering the residence halls.

Resident students are permitted to move freely from one residence hall to another utilizing their Kean ID card between the hours of 6 to 12 a.m.

For the purposes of the Kean University visitation policy:

- A resident student is defined as a student who lives in the residence halls at Kean University.
- A resident host is defined as a student who is assigned to a residential space in a particular hall and signs in as a guest or resident visitor.
- A guest/visitor is a non-resident, defined as someone who is not assigned a residential space in the residence halls at Kean University.
- A resident visitor is defined as a student who is not assigned to a residential space in the residence hall in which the resident host lives.
- Violations of any desk/security policies and/or procedures will subject the violator to the following sanctions (but not necessarily in this order depending upon the severity of the violation:
    - **First Desk/Security Violation:** Letter of Warning & $100.00 fine.
    - **Second Desk/Security Violation:** Letter of Probation.
    - **Third Desk/Security Violation:** Termination of the student's Residence Hall Contract.

Residence Hall Security Procedures for Guests

1. All guests must sign in between 9 a.m. and 11:40 p.m. All guests must sign out by 12 a.m. Any student that remains in the building past midnight will be considered an unscheduled overnight guest.
2. All guests must be escorted at all times by the resident they are visiting.
3. The resident host is expected to escort their resident visitor upon exiting the residence hall.
4. Resident visitors who are found to be living illegally in an apartment not assigned to them will be subject to disciplinary action. Guests who are found to be living illegally in the residence halls will subject their hosts to disciplinary action.
5. As a result of fire safety code policies, a resident may have no more than two (2) visitors and/or guests at any one time including overnight guests.
6. Violation of the policies and/or procedures will result in disciplinary action:
    - **First Security Violation:** Letter of Warning & $100.00 fine.
    - **Second Security Violation:** Letter of Probation.
    - **Third Security Violation:** Termination of the student's Residence Hall Contract.
7. All guests must enter and exit the building via the front door only. Side exits are for emergency use only, and are wired into the fire alarm system. Residents permitting persons to enter or leave the building through windows or emergency exits will be subject to disciplinary action. The same applies to residents and/or guests found propping open doors and any resident or guest entering the building in this manner. Offenses may result in dismissal from the residence halls.
8. Guests must present a valid Driver's License or an issued photo ID by a state Motor Vehicle Agency. Any resident visitor/guest with fake identification will be subject to disciplinary action. The fraudulent identification will be confiscated and turned over to Campus Police.

ID & LOCK OUT POLICIES

KEAN UNIVERSITY ID CARD POLICY

The Kean University ID card permits you access to the residence halls and your meal plan.

Replacement Cards:
All cards that are lost, stolen, or damaged are subject to a $25.00 replacement fee. Anyone who has lost their ID card should deactivate their card via the GET App immediately and also report the card as lost to The Office of Student Accounting the same day. Students who need a replacement ID are to visit the Miron Student Center.

Each student is responsible for the security of their card. Kean ID Cards are non-transferable, and students may not "lend out" their cards to others. Cards that are used by someone other than the cardholder will be confiscated and disciplinary action may be taken. It is an expectation of all resident students to utilize their Kean Identification card in order to gain proper access to all residential facilities. Should students be in violation of this policy or found to be abusing these privileges, disciplinary action will result, which may include the termination of the housing contract.

Complications that have arisen from a lost, stolen, misplaced, or damaged card may be rectified in the Office of Residence Life. Please speak with someone in the Office of Residence Life concerning any of the aforementioned issues and subsequent payment.

PASSING YOUR KEYS OR KEAN ID CARD

Giving your key and/or Kean ID Card to any person is a violation of policy. The passing of such items will subject the violator to disciplinary action including the possible termination of their Office of Residence Life Contract and Agreement. If found passing your key and/or ID card, guest privileges will be forfeited for that evening.

Passing of keys or Cougar ID cards will subject the violator to the following sanctions (but not necessarily in this order depending upon the severity of the violation):

- **First Passing Violation:** $75.00 fine (payable by check or money order to Kean University within ten (10) business days) and a Warning Letter.
- **Second Passing Violation:** $100.00 fine (payable by check or money order to Kean University within ten (10) business days) and Housing Probation.
- **Third Passing Violation: TERMINATION** of the student's Residence Hall Contract.

Residents who pass their Kean ID Card to other residents or guests are subject to fines, disciplinary action, and possible termination of the Residence Hall Contract.

KEY AND LOCK-OUT POLICY

Two (2) keys are issued to each student upon arrival to the residence halls. Cougar Hall Residents will only receive one mailbox key. The student's Kean ID will provide access to their apartment. The room and mailbox keys must be returned upon termination of the Residence Hall Contract or when vacating the residence halls during breaks.

In the apartments and the new buildings, the same key will open the apartment and bedroom, while the second key will open the mailbox door. The loss of a key creates a security problem for the individual apartment/room and building. Under no circumstances are keys to be loaned or reproduced. The lending of keys is a violation of the Residence Hall Contract and will subject the resident to disciplinary action. Should you lose any or all of your apartment/room keys, students must report it immediately to the Office of Residence Life; a lock change charge will be assessed at the end of the semester. It is your responsibility to visit the Office of Residence Life located in Upperclass Hall, room 104 to obtain the new keys.

Any student locked out of their apartment/room should first attempt to contact a roommate or apartment mate. If they are unavailable, the resident may go to their Community Center and request a lockout during the hours of 9 a.m. to 5 p.m. For lockouts between 6 p.m. and 12 a.m., students may contact the Resident Assistant on Duty in their respective building. The resident must provide proper identification if a door is to be opened; otherwise, the staff member may refuse access. This service is a courtesy performed by the residence hall staff and should not be abused. Students requiring three or more lockouts during a semester will be referred for disciplinary action in the interest of safety for the community, the lock will be changed and the associated costs will be assessed to the resident.

Students are expected to carry their keys and keep their doors locked at all times. Doors that are left unlocked may also be an invitation to theft or injury. Doors left unlocked will be locked by the Residence Life staff and students will have to gain access to their room via the RA on duty. Repeated failure to lock doors may result in disciplinary action and/or fines.

KEY REPLACEMENT FEES

- Bartlett, Burch, New Freshman, Cougar Hall New Upperclassman, Rogers & Sozio: $100.00
- New Upperclassman (3 bedroom apartment): $150.00
- Mailboxes: $30.00

OUTDOOR ACTIVITY POLICY

The Kean University residence halls provide housing accommodations for students for the main purpose of facilitating academic learning. A quiet and healthy living environment is required for effective study. Often residents, as well as nearby community neighbors, experience unacceptable negative effects from loud music and/or unruly behavior in the outdoor area or sports playing in the quad walkways. It is expected that the University should provide a reasonably quiet and safe study environment for the residents.

This policy has been developed to safeguard everyone's rights and provide a reasonably quiet living environment. The primary purpose of this policy is to regulate, in accordance with University policies and Union municipal ordinances, the prohibited activities within the residence hall outdoor areas and to stipulate conditions and sanctions for violations.

This policy further stipulates that when individuals are found creating high volumes and/or engaging in unruly behavior in the outdoor area after 10 p.m., they will be subject to disciplinary action and/or legal action.

In support of the information above as well as to ensure student safety and security within the residence hall community area, no one will be permitted to gather and remain in the quad area Dougall Hall patio, and the New Residence Hall Courtyard areas between the hours of 3 to 8:00 a.m. Noncompliance may result in disciplinary action and/or immediate suspension from the residence halls.

QUIET HOURS POLICY

The following hours have been established as quiet hours in all residence halls so that an atmosphere conducive to studying and sleeping can be maintained. 24-hour quiet hours will be in effect during the last two weeks of each semester for the final exam period. It is expected that consideration for others will be exercised at all times.

- Sunday – Thursday: 10 p.m. – 10 a.m.
- Friday – Saturday: 1 – 10 a.m.

Some students have different class schedules and different work hours. They may work late into the night and need to rest during the daytime. If a neighbor is resting or studying, keep the volume level down. If any resident requests that the volume level in a room or apartment be lowered, residents are requested to comply regardless of whether it is during quiet hours or not, as 24-hour courtesy hours are always in effect. Noncompliance may result in disciplinary action.

The residential complex is an experience in community living, and as such, individual students must be aware of the ways in which their behavior affects others. This is particularly true of high volumes and other disturbances. It is expected that after 10 p.m. residents lower the volume of any stereo or television equipment so that it is not discernible. Loud music from stereo speakers, radios, and the like heard outside a resident's room or apartment, indoors or out, is strictly prohibited.

Occupants are considered residents of the Township of Union and are subject to its ordinances. Disturbances by an individual or group may result in disciplinary action as outlined in the Residence Hall Contract and a municipal fine may be applicable.

FACILITIES & SHARING POLICIES

COMMUNITY KITCHEN POLICY

Each Community Kitchen is for the use of all residents who reside in the building. Students are allowed to use all appliances within the kitchen according to the posted instructions. It is an expectation that residents using the kitchens keep them clean and adhere to the following rules:

- Always stay with and monitor your food
- Turn the handles of your pots and pans inward
- Ensure stoves and appliances are turned off when finished using them.

Students should report any appliances that do not work to the Resident Assistant on duty or the Residence Hall Director.

Community Kitchens are located in Bartlett Hall, Burch Hall, Freshman Hall, Upperclass Hall, Rogers Hall, Sozio Hall, and Cougar Hall. To gain entry residents must use their Kean ID Card. Failure to monitor cooking food may result in a referral to the Office of Student Accountability, Standards and Education.

PAINTING POLICY

The painting of rooms or doors is prohibited in the residence halls.

PEER TO PEER FILE SHARING

Unauthorized distribution of copyrighted material may subject you to civil and criminal liabilities. Students found responsible for unauthorized peer-to-peer file sharing utilizing the institution's information technology system will be subject to disciplinary action. Please refer to the Copyright Compliance and Electronic File Sharing of Media Policy online at https://www.kean.edu/media/music-download-and-file-sharing-electronic-mediapolicy

COPYRIGHT COMPLIANCE AND ELECTRONIC FILE SHARING OF MEDIA

Please view the Copyright Compliance and Electronic File Sharing of Media Policy online at https://www.kean.edu/media/music-download-and-file-sharing-electronic-mediapolicy

PET POLICY

Kean University generally does not permit animals or pets to reside on campus. Residential students are not permitted to have animals on campus except for fish that are contained in a 10-gallon tank. Failure to comply with this policy will result in disciplinary action against the owner or keeper of the pet and the removal of the animal.

Service Animals and Emotional Support Animals (ESA) are permitted to reside on campus when they are required to fulfill the University's mission of providing each student full access to the University's programs and services. Students who wish to explore bringing an ESA or Service animal to live with them in their Kean housing are required to contact the Office of Accessibility Services (OAS) to learn what information must be submitted in order to request approval. All information will be reviewed by OAS, with input from the Office of Residence Life. Office of Accessibility Services located in Downs Hall.

- ESAs must be owned, managed, and controlled only by the student who has been approved to keep the ESA.
- The student is solely responsible for the health and safety of the animal.
- The student must complete an animal addendum with their roommates/suitemates at the time of their scheduled roommate agreement meeting with the Resident Assistant.
- The student is required to meet with the residence hall director to review the ESA policy guidelines and register the ESA animal with the Office of Residence Life.

Failure to comply with this policy will result in disciplinary action against the owner or keeper of the pet and the removal of the animal. If improper animal behavior occurs, the student may be asked to remove the animal from the residence hall within 24 hours. The animal may not return to the residence hall unless approved by Kean University.

POSTING & ADVERTISING PROCEDURES

Posting of any type of publicity in the residence hall areas is limited to the bulletin boards on each floor and in the lobby areas (nothing may be hung on individual apartment/room front doors). Bulletin boards are available to all University-recognized student groups and campus offices. All postings must be approved and stamped by the Office of Residence Life prior to distribution. The following guidelines and criteria are necessary for approval to post or distribute publicity in the residence halls:

- No residence hall room numbers or residence hall telephone numbers may be advertised.
- Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion, or sexual orientation will not be accepted or tolerated.
- There must be no mention of alcohol or sexually explicit material.
- Graphics should be clear, concise, appropriate, and in accordance with the previously stated items.
- Publicity must be officially approved and stamped by an Office of Residence Life designee.
- NO PUBLICITY SHOULD BE POSTED ANYWHERE OTHER THAN IN THE DESIGNATED AREAS IN EACH RESIDENCE HALL. NOTHING SHOULD BE SLID UNDER ROOM/APARTMENT DOORS OR POSTED ON THE FRONT DOORS OF ANY BUILDING.
- Don’t share your address, phone number, and any other personal information online.

Failure to comply with this policy will result in a Written Warning from the Office of Residence Life. If a group or organization is found to have repeatedly disregarded this policy, their material may be banned from posting. All material that does not comply with the above regulations will be immediately removed.

SOLICITATION POLICY

State property or facilities may not be used for personal profit, sale, and/or solicitation. Use of the residence halls for such purposes is prohibited unless authorized by the Office of Residence Life. This includes, but is not limited to, the commercialization of rooms, the use of apartment(s) or traditional residence hall rooms for gambling or to solicit students as patrons for private businesses. This also includes door-to-door distribution of business flyers, such as menus and discount coupons.

All outside businesses must bring materials for distribution to the Office of Residence Life for approval and distribution. Following approval, all items will be distributed to the building community centers. An item that is not approved will not be placed in the student mailboxes. The Office of Residence Life reserves the right to restrict the distribution of inappropriate materials.

SANCTIONING GUIDE

This sanction guide is to be used as a guide for sanctioning after a violation has been established to have occurred. If a resident is found responsible for a violation of any Office of Residence Life policy as outlined in this handbook and/or procedure the administrator involved in the sanctioning process may consider mitigating and aggravating circumstances in recommending or imposing a sanction.

Factors that may be considered upon the discretion of the administrator, after responsibility has been determined, are:

- Present attitude of the respondent.
- Past administrative or disciplinary record of the respondent.
- The severity of the damage, injury, or harm resulting from the offense. Whether the violation involved an action directed at another because of their racial, religious or ethnic background or gender.
- Whether the respondent promptly took responsibility for their violation.
- The respondent's honesty (or lack thereof) and cooperation with staff during the investigation of the violation and subsequent administrative disciplinary proceedings.

OFFENSE	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Alcohol/ Alcohol Transports Possession, Consumption, Distribution	$75.00 fine (payable by a check or money order to Kean University) within 10 business days, a written warning, and mandatory attendance to the Alcohol Education class ("Choices"). Parental Notification will occur if the resident is under the legal drinking age.	$125.00 fine (payable by check or money order to Kean University) within 10 business days, housing sanction of probation, and mandatory attendance to the Alcohol Education class ("Choices II"). Parental Notification will occur if the resident is under the legal drinking age.	Termination of Residence Hall Contract within 48 hours. Parental Notification will occur if the resident is under the legal drinking age.

OFFENSE	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Bullying, Intimidation, Harassment, Sexual Misconduct	Referral to the Office of Student Accountability, Standards and Education (SASE)		
Cannabis Use Including Paraphernalia	Written warning and mandatory attendance to the Educational program ALTERNATIVES Parental Notification. If the student was transported, must follow up with the AOD coordinator within 48 hours of discharge.	Housing Probation for 12 months or Termination may be warranted depending upon findings $100.00 Fine Educational Service Assignment Parental Notification Recommended next sanction: removal from housing. If the student was transported, participation in Alternatives is mandatory and must follow up with the AOD coordinator within 48 hours of discharge from the hospital.	Termination of Residence Hall Contract within 48 hours. Parental Notification.
Community Kitchen policy	Informal Letter.	Written Warning; Educational sanction of their choosing.	Housing Probation for 12 months or Termination may be warranted depending upon findings; Recommended next sanction: removal from housing.
Disruptive Behavior	Informal letter or Written warning or REFERRAL TO THE OFFICE OF SASE Depending upon the type of disruption.	Written Warning; Educational sanction of their choosing.	Housing probation for one (1) semester; Educational sanction of their choosing (or you choose if the meeting is not in person).

OFFENSE	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Fire Safety	REFE ‘ ?RRAL TO THE OFFICE OF SASE	Fine, Housing Probation for 12 months or termination may be warranted depending upon findings.	Fine, Termination of Residence Hall Contract within 48 hours.
Gambling	Informal letter.	Written Warning; Educational sanction of their choosing.	Educational sanction of their choosing (or you choose if the meeting is not in person).
Guest Policy	Informal letter.	Written Warning; Educational sanction of their choosing.	Removal of guest privileges for one (1) semester; Educational sanction of their choosing (or you choose if the meeting is not in person).
Hall Sports	Informal letter.	Written Warning; Educational sanction of their choosing.	Educational sanction of their choosing (or you choose if the meeting is not in person).
Harassment, Intimidation, and Bullying Policy	Referral to the Office of Student Accountability, Standards and Education (SASE)		
Lost ID/ Lockouts/ Unlocked Doors	Key Replacement Fees: ● Bartlett, Burch, New Freshman, Rogers & Sozio - $100.00 ● New Upperclassman (2 bedroom apartment) - $100.00 ● New Upperclassman (3 bedroom apartment) - $150.00 ● Mailbox - $30.00		
Noise/Quiet Hours	Informal Letter.	Written Warning; Educational sanction of their choosing.	Housing Probation for 12 months or Termination may be warranted depending upon findings; Recommended next sanction: removal from housing.

OFFENSE	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Other Drug Use Including paraphernalia	REFERRAL TO THE OFFICE OF SASE Written warning and mandatory screening with AOD Services. If screening indicates that a referral to an outside agency is warranted, said referral must be adhered to in order to remain in housing. If the student was transported, participation in Alternatives is mandatory and must follow up with the AOD coordinator within 48 hours of discharge from the hospital.	Housing Probation for 12 months or Termination may be warranted depending upon findings; $100.00 Fine; Educational sanction of their choosing Recommended next sanction: removal from housing.	Termination of Residence Hall Contract within 48 hours. Parental Notification.
Outdoor Activity	Referral to the Office of Student Accountability, Standards and Education (SASE)		
Parking Violations	Referral to the Office of Student Accountability, Standards and Education (SASE)		
Passing Keys or Cougar ID Policy	$75.00 fine (payable by check or money order to Kean University within 10 business days) and a Written Warning.	$100.00 fine (payable by check or money order to Kean University within 10 business days) and Housing Probation.	Termination of Residence Hall Contract within 48 hours.
Pet Policy	Informal Letter.	Written Warning; Educational sanction of their choosing.	Educational sanction of their choosing (or you choose if the meeting is not in person) Recommended next sanction: removal from housing.
Posting & Advertising Procedures	Informal Letter.	Written Warning; Educational sanction of their choosing.	Educational sanction of their choosing (or you choose if the meeting is not in person) Recommended next sanction: removal from housing.

OFFENSE	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
Prohibited Items	Written warning, Fines starting at $10.00 per prohibited item; Educational sanction of their choosing.	Housing Probation for three (3) months or remainder of semester in which the violation occurred, whichever is greater.	Termination of Residence Hall Contract within 48 hours.
Security Desk Violations	Letter of Warning & $100.00 fine	Letter of Probation	Termination of the Housing Contract
Smoking/ Vaping	Written warning, $75.00 fine, Alternatives I, Educational Program	$125.00 fine, Alternatives II, Educational Program, Housing Probation for 12 months. Termination may be warranted depending upon findings.	Termination of the Housing Contract, Parental Notification
Soliciting	REFERRAL TO THE OFFICE OF SASE	Housing Probation for 12 months or Termination may be warranted depending upon findings.	
Theft	REFERRAL TO THE OFFICE OF SASE	Termination of Residence Hall Contract within 48 hours.	
Vandalism	REFERRAL TO THE OFFICE OF SASE	Termination of Residence Hall Contract within 48 hours.	
Weapons	REFERRAL TO THE OFFICE OF SASE	Termination of Residence Hall Contract within 48 hours.	

RESIDENCE HALL & ROOM GUIDELINES

CARE OF APARTMENTS AND ROOMS

Every apartment and room is furnished; including drapes and appliances. Each student has a desk, bed, chair, and wardrobe as well as living room and dining room furniture. The traditional style residence halls do not have dining room furniture or kitchen areas. Wardrobes in the rooms may not be moved, for safety reasons. Residents who move their wardrobes are subject to fines and/or disciplinary action.

Students in each apartment and room are responsible for providing their own necessities. Students must provide their own vacuum or carpet sweeper and cleaning materials since charges are assessed against improper care and cleaning of appliances and furnishings.

Residents will be held collectively or individually responsible for the condition and cleanliness of their rooms and for any loss or damage that may occur during occupancy. Residents will have to supply their own cleaning supplies and equipment, light bulbs, etc. Charges will be assessed for damaged walls and doors. Permanently affixed furnishings may not be moved. A resident's University financial account is updated when they vacate the residence halls.

COMMON AREA BILLING

Each resident will be held accountable for any damages, thefts, or vandalism for which they are found responsible and will be charged accordingly. Residents are encouraged to notify the residence hall staff or the Office of Residence Life immediately to confront individuals damaging, stealing, and/or vandalizing residence hall facilities and to inform their Resident Assistant of the incident. In the event that individual(s) do not take responsibility for damages, thefts, or vandalism that occurs on a specific floor, or a common area that is used by all residents, the charges for the repairs will be divided among all residents residing in the building.

Students are expected to take responsibility for any damage, even accidental damage, which they or their guests cause to University property or the property of another resident or guest. This could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system by accident. The student who caused the damage will be expected to cover the cost of repair or replacement as determined by the University. Students who refuse to pay for damages they cause accidentally will be referred to the Office of Student Accountability, Standards and Education for future administrative action, which may include additional student conduct action. Those who cannot afford the costs will be allowed to enter into a payment plan.

COMMUNITY CENTERS

On the first floor of each residence hall is a community center. The community center includes the Residence Hall Director's office as well as the Resident Assistants' Office. When residents have questions, concerns, work requests, lockouts, etc., they may stop by the community center. For further information and/or instructions the community centers are open between the hours of 9 a.m. to 5 p.m. and 7 to 9 p.m.

COMMUNITY KITCHENS

Each residence hall is equipped with a community kitchen on the first floor. All resident students may use the community kitchens to cook snacks and meals during designated hours/days of the week. Students must swipe their id cards in order to gain access and are expected to maintain a clean kitchen at all times.

COMMUNITY PROGRAMMING

Community programs and activities are scheduled by the Resident Assistant to promote interaction and respect among the residents. Residents should notify their Resident Assistant if they are unable to attend. These socials are essential to the Office of Residence Life's efforts to develop a community and residents are strongly encouraged to attend as valuable information is presented.

DECORATING TIPS

Residents are held collectively responsible for damage in common areas of the building such as corridors, laundry rooms, and elevators. You should contact your Resident Assistant about hanging pictures, bulletin boards, and decorations. Using tape, stickers, nails, and screws on walls, furniture, and woodwork, including inside and outside doors, is not permitted.

DO:

- Bring a fan.
- Bunk beds and arrange the furniture (except for wardrobes). Residents may request a bed rail and/or ladder for bed bunks through the Community Center.
- Bring an area rug.
- Hang posters or wall decorations with Funtack™.
- Bring a phone, stereo, computer, and television.
- Bring lamps (non-halogen only).

DO NOT:

- Hang items on your front door or put a nail or staple holes in any surface.
- Install a window air conditioner or personal locks.
- Cover smoke detectors or hang items from sprinklers
- Splice the cable lines.
- Remove or damage your window screen.
- Block exits, vent ducts, or radiators with furniture.
- Paint or panel walls or damage surfaces or utilize contact paper.
- Erect lofts or other structures.
- Store bicycles, unwanted furniture, or luggage in hallways, lounges, or stairwells.
- Remove furniture from lounges to place in your room.
- Move wardrobes from walls or store items on top of them.
- Use permanent staining or heavy-duty adhesives, and stickers on the walls, windows, or appliances.
- Use nails, staples, and thumbtacks on walls or furniture.
- Cover or decorate 10% of any wall in each bedroom or living area as a fire safety precaution.
- Use incandescent floor lamp Manufacturer: Shangyu Dong Electrical Appliance Decoration Lamp Company, Zhejiang, China – This product may overheat, posing a fire and shock hazard.

EMAIL

Resident students are expected to check their Kean University email daily. Important Residence Life information will be distributed to students via email.

EMERGENCY CONTACT INFORMATION

Resident students must complete the Emergency Contact Information via KeanWise in their housing portal. Emergency Contact Information is helpful should the student be hospitalized or become the victim of an accident.

EMERGENCIES

All health and physical safety-related emergencies should be directed to campus police at (908) 737-4800 or x74800. In case of maintenance emergencies, notify the Resident Assistant, the Residence Hall Director in the community center, the Office of Residence Life (between 9 a.m. and 5 p.m.), the Desk Assistant staff, or professional security officers at the desk in the lobby of each hall, or campus police at the number listed above.

EMERGENCY EVACUATION PROCEDURES

During an emergency evacuation due to electrical power shutdown, water shutdown, bomb threat, fire, etc. the Office of Residence Life will work with Campus Police, the Office of Facilities and Campus Planning, and Student Affairs to coordinate emergency evacuation procedures.

In the event of an emergency whereby the residence halls must be evacuated the following procedures will be followed:

- You will receive a message from the Campus Alert Notification System or a Kean University official to alert you of the emergency.
- Remain calm and in your room or residence hall, unless otherwise instructed by the Campus Alert Notification System or Residence Life staff.
- A Kean University staff member will make direct contact with you to provide information and instructions.
- The Kean University website will also be an important source for instructions specific to the emergency. (www.kean.edu)
- You may contact Campus Police at (908) 737-4800 or the Office of Residence Life at (908) 737-1700 to get information regarding the emergency. In the event of an emergency whereby the residence halls are evacuated for an extended period of time, you will be provided specific instructions. Those instructions may include any one or more of the following steps:
- You can go home until the emergency is resolved.
- You may stay with a friend at an off-campus location.
- Depending upon the severity of the situation, you would be directed to an additional housing option the University would make available at an off-campus location.

- You should pack an overnight bag consisting of the following:
    - Identification card and room keys
    - Clothing
    - Toiletries
    - Medications
    - Class books, etc.
    - Cell phone/charger
    - Snacks & other items needed
- If you arrive at your residence hall after the evacuation you will be directed to see Campus Police and they will assist you.
- Kean University will provide transportation back to campus when the emergency is resolved.

Each student is expected to cooperate with the staff and Campus Police in all phases of the evacuation procedures. Students must evacuate their buildings completely during the emergency. Failure to evacuate will result in disciplinary and possible legal action.

EVALUATIONS

Each year the Office of Residence Life asks residents to complete a Quality of Life survey. Information from this survey is utilized to set goals for improvements in the future. It is important that all residents participate in this survey. Residents will receive the Quality of Life survey via email at the end of the spring semester.

FINAL EXAMS WEEK

The last week of the fall and spring semesters are identified as Finals Weeks by the University. Therefore, in order to maintain an environment conducive to the pursuit of the student's academic endeavors, the Office of Residence Life will strictly enforce any and all violations of policies and/or procedures, no matter how minor, to the severity of immediately dismissed from the residence hall any and/or all individuals responsible for those violations. Those individuals will also be added to the No Trespass List.

FIRE ALARM EVACUATION PROCEDURES

Planning: It is expected that you attend your respective floor/wing meetings concerning fire safety procedures. The key to successful evacuation is planning. Potential emergencies within a building may require the occupants to evacuate the building. Each apartment door has been provided with a building evacuation floor plan and evacuation guidelines. All students should familiarize themselves with the buildings they occupy, including the location of the nearest available exits and evacuation assembly areas.

If an alarm is activated, the following procedures should be followed at all times:

Before leaving your room, assess that it is safe to do so:

- From inside the room, check for smoke around the door cracks.
- Feel the inside door surface with the back of your hand. If it is hot, DO NOT OPEN!
- Seal up the cracks around the door using sheets, pieces of clothing, tape, or whatever is readily available. The door may assist in preventing extreme heat and smoke from entering the room.
- Hang a sheet out the window to signal rescuers. DO NOT JUMP!
- Open the windows slightly to let in the fresh air and let out the bad air.
- Grab a wet towel. Place it over your head and face (nose and mouth) if the smoke is heavy. If it is safe to leave your room:
- Put on shoes and a jacket.
- Take the room key, Kean University ID card, and/or guest pass with you.
- Close and lock the room door.
- DO NOT use the elevators.
- Walk to the nearest exit and go outside. Keep all entrances clear.
- Once outside the building, report to the meeting area designated for your floor. Be sure to stay at least 100 feet away from the building and clear of all fire lanes.
- Only re-enter the building once the “all clear” signal has been given by the Office of Residence Life staff.

Residents should expect at least two evacuation drills per semester. Each student is expected to cooperate with the staff and campus police in all phases of the evacuation procedures. Students must evacuate their buildings completely during the alarm. It is state law to exit the building anytime the alarm sounds. Failure to evacuate will result in disciplinary and possible legal action.

Records are kept on the number of times a smoke detector is activated in an apartment or residence hall room. When only one smoke detector sounds in an apartment or room it is known as a local alarm and will transmit to Campus Police Headquarters. Residents will face administrative action and possible legal action for an excessive amount of local fire alarm activations due to negligence during a specific academic year.

In addition, students will be assessed a residence hall charge when the fire alarm for the entire residence hall is set off due to a falsely pulled fire alarm station or tampering. For each false alarm set off maliciously, all residents of the hall will share the $500.00 charge unless the person or persons responsible is identified. Alarm activation due to negligent behavior (unattended cooking, etc.) may result in a fine of $25.00 and disciplinary action. Damage to smoke detectors or fire safety equipment will be charged to individual residents in an apartment/room, or as common area damage. Those individuals found responsible are subject to disciplinary and/or legal action.

FIRE EXTINGUISHERS

Fire extinguishers are provided in all residence hall common areas and community kitchens. They are located adjacent to each elevator access and on each floor in the stairwells. Firefighting equipment is essential to the safety of every person in the residence halls. Your cooperation is expected in respecting this equipment and reporting deficiencies. Anyone found tampering with the equipment is subject to both disciplinary and/or legal action. Campus policy is for all students to evacuate the building upon fire alarm activation.

FIRE SAFETY GUIDELINES

Fire safety should be practiced at all times by exercising prudent judgment and following fire safety guidelines established for the residence halls. Failure to comply with any of the established fire and safety guidelines is a violation of policies and procedures and will result in disciplinary and/or legal action and loss of housing.

- Do not decorate common areas with hanging or other items (including holiday decorations), or provide any manner which would contribute to the spreading of fire, including not hanging or attaching anything to, or on, any lamp or light fixture.
- Do not permit anything that damages, misuses, or otherwise interferes with the ready and proper operation of any fire safety equipment or signs. This includes, but is not limited to: sprinklers, detectors, extinguishers, notifiers, pull stations, exit signs, or similar.
- Do not prop open or otherwise interfere with the proper operation, or intended smoke and heat barrier purposes of fire doors (typically corridor and stairwell doors), nor block or otherwise obstruct hallways or building exits.
- Do not cover or decorate more than 10% of any wall in each bedroom or living area as a fire safety precaution.
- Do not tamper or pull the fire alarm in a false manner. Individual(s) found responsible for pulling false fire alarms will be charged $500.00 and will face both disciplinary and legal action. In the event that no one takes responsibility, the charge will be shared among all of the building residents as per the Common Area Billing Policy.
- Do not leave the bathroom door open while showering as the steam may activate the alarm system.

- Do not leave food cooking unattended in-room microwave units or community kitchen areas. Students found in violation will be fined $50.00 and face additional disciplinary action including release from the housing contract. Residents also face fines and restitution as well as disciplinary action in the event there is damage caused by excessive smoke or fire.

Note: Failure to evacuate during a fire alarm may result in the termination of the Housing Contract.

Resident Rooms

- Do not use a steam iron, blow dryer, flat iron, etc near smoke detectors in the apartment/room.
- Do not spray aerosol cans near smoke detectors.
- Do not cover or decorate more than 10% of any wall in each bedroom or living area as a fire safety precaution.
- Never leave food in microwaves unattended when cooking.
- Any equipment or electrical appliances brought to the residence halls must be in proper working condition at all times and must be UL-approved.
- Do not overload any electrical outlets. “Octopus” outlets and similar devices are prohibited. Extension cords are not permitted. Power strips with surge protection/circuit breakers are permitted.
- Do not obstruct or tamper with any fire sprinkler heads, smoke detectors, room doors, or windows.
- Do not attach, hang, or store anything on or from sprinkler heads or on or from sprinklers or other pipes.
- Do not block sprinkler heads with storage items on wardrobes. Sprinkler heads must have a clearance of 18”.
- Do not decorate ceilings by hanging items (including holiday decorations) or provide any manner which would contribute to the spreading of fire, including hanging or attaching anything to, or on, any lamp or fixture.
- Do not use, possess or store open flame devices including candles, fuels, fireworks, incense, flammable chemicals, or similar such items will be confiscated.
- Use only those appliances that are permitted by the Office of Residence Life. Open coil appliances, toaster/broiler ovens, hot plates, halogen lamps, etc., are not permitted.
- Use only light bulbs that are sixty (60) watts or less in hallways and/or kitchen areas.

- Smoking is not permitted in any building and if outside you must remain 25 feet from the residence hall.
- Please review The Annual Campus Security and Fire Safety Report – A look at campus life and public safety at Kean University, for additional safety information. The report can be located at https://www.kean.edu/offices/university-police/annual-campus-security-and-fire-safety-report
- Please review our Emergency Management Quick Reference Guide which includes the universities emergency action plan for all students faculty and staff at https://www.kean.edu/media/emergency-action-plan

FLOOR MEETINGS

Monthly community floor meetings are scheduled by the Resident Assistant to promote interaction and respect among the residents. Residents should notify their Resident Assistant if they are unable to attend. Important University and Housing information will be disseminated. These socials are essential to the Office of Residence Life's efforts to develop a community and residents are strongly encouraged to attend as valuable information is presented.

GAME ROOMS

The residence hall game rooms provide recreational environments designed to enhance the interactions between students from different academic disciplines, cultural and socioeconomic backgrounds, and experiences. Residents and their guests are permitted to use the equipment and are expected to follow the game room policies as posted.

GRADE POINT AVERAGE REQUIREMENT

Residents must remain in good academic standing while residing in the residence halls. Residents are expected to maintain the University's required Grade Point Average based on the Resident's academic program. If a Resident falls below that minimum, his/her Residence Hall Contract may be terminated or suspended. The University reserves the right to review academic records and academic standing and requires academic support programs in compliance with University Policy. If the Resident does not show academic progress, he/she may have his/her housing contract terminated or suspended.

The Office of Residence Life has implemented outreach and tutoring programs known as ACCESS, Aiming to Create a Community Empowered with Student Success. Services offered by ACCESS include tutoring in the areas of math, science, writing, English, and study skills; ACCESS also provides residential workshops in various areas of academic and professional development. Students with a GPA lower than 2.0 will be referred to ACCESS.

GUESTS

Guests are permitted in the residence halls on a limited basis. It is expected that residents will consult with, and be considerate of, their roommates and suitemates when inviting guests to their living space. See “Overnight Guest Policy” for more information. Resident students abusing this policy will be referred to the Residence Hall Director and/or the Office of Residence Life. Residents are responsible for informing their guests of the Residence Life community standards and procedures. Residents are responsible for their guest’s behavior and will be held accountable for violations committed by their guests.

INVENTORY FORMS

The condition of each room is recorded before each student moves into a room. When a student moves out of the room, the move-out condition will be recorded. If any parts of the room have been damaged, the student will be charged accordingly.

LEARNING SPACES

Throughout the residence halls, students can take advantage of “learning spaces” equipped with lounge furniture and electrical outlets for laptop connectivity. Residents can read a book or connect wirelessly to their laptops in these areas.

LOUNGES IN RESIDENCE HALLS

Lounges are available in various areas of the residence halls. The first-floor lounges in Freshman Residence Hall and the Upperclassmen Residence Hall may be reserved for special events/programs through the Office of Residence Life. Usage and modified hours are determined by the staff of the Office of Residence Life.

MEAL PLAN/DINING SERVICES

All students residing in the residence halls are required to purchase a meal plan. The University provides several different eating facilities on campus including two main dining halls located in the Upperclassmen Residence Hall and the Miron Student Center. The Cougar’s Den offers dinner-style menu items to the campus community. Students may use their meal cards’ Cougar Dollars at all Dining Services locations. Review the posted signs for the most up-to-date hours.

Winter Session & Spring Break Dining Services
The Cougar’s Den will be open during the winter session and spring recess for the University community. Students residing on campus during the winter session and/or spring break must utilize Cougar Dollars or Flex Dollars to purchase meals. The current meal plan costs do not include meals for the week of the winter session or the week of spring break.

The Office of Residence Life strives to work with Dining Services to ensure food quality and service. If students have concerns, questions, or suggestions for Dining Services, they should share them with their Residence Hall Director, who will present the information to the proper personnel during their weekly meetings. For immediate concerns, please contact the Miron Student Center at (908) 737-5200 or x75200.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

A student may be considered a missing person by Kean University if the student is reported missing for a 24-hour period and the student's absence is contrary to their normal pattern of behavior or is the result of any unusual circumstance. To view the Missing Student Notification Policy and Procedure, please click here.

MOVE-OUTS

At the end of each academic semester, the student must move out according to established move-out procedures. Failure to adhere to these instructions will result in a $75.00 improper checkout charge. Students are requested to remove any valuables during breaks or holiday periods. The University is not responsible for any loss or damage to personal items. The residence halls are closed during the semester break in December until just before classes begin in January, upon the end of the spring semester, after Summer Session II, and just before classes begin for the fall semester.

NEWSLETTERS/PUBLICATIONS

The Office of Residence Life publishes a monthly online newsletter to better acquaint residents with the University and the residence halls. Items relating to services, community standards and procedures, and programs are included.

OVER-OCCUPIED HOUSING

The Office of Residence Life reserves the right to assign three resident students to a residence hall room in suite-style or up to six students in the apartments if necessary. Students will be notified and every effort will be made to transfer overflow students to a new room as quickly as possible.

PACKAGE INSPECTION POLICY

The security staff may request resident students or guests to display items in their bags if there is a suspicion of illegal items such as alcohol entering the residence hall. Students and guests are expected to comply with this directive. A resident or guest who refuses the request will be denied access into the residence hall. Additionally, the situation will be documented and forwarded to Residence Life staff.

PARKING POLICY

Freshman resident students are prohibited from having vehicles on campus. Students requesting exceptions must request them in writing via the Office of Residence Life. All other residents must register their vehicles via the parking website. Overnight parking is available for residents in the Vaughn Ames Parking lot, behind the orange barrier.

PERSONAL PROPERTY INSURANCE

This form of insurance is recommended for students living in any University-owned or approved housing. The annual cost fluctuates depending upon deductible levels for damages resulting from theft, fire, smoke, water, wind, storm, explosion, riot, vandalism, etc. Contact the Office of Residence Life at (908) 737-1700 or x71700 for further information.

PLEDGING

The Office of Residence Life strongly supports the Greek system. In an effort to provide a learning and living environment, overt actions of pledging are prohibited in the residence halls and on the surrounding walkways and quad areas. Excessive noise is prohibited and is subject to University and municipal disciplinary action. All incidents will be referred to the Center for Leadership and Service for any additional follow-up.

RESIDENTIAL ELIGIBILITY

Only full-time students of Kean University are eligible to live in the residence halls. According to University policy, to be considered full-time, an undergraduate student must carry a minimum of twelve (12) credits per semester and a graduate student must carry a minimum of nine (9) credits per semester. If a student falls below the minimum their Residence Hall Contract may be terminated or suspended. Credit situations are reviewed on a case-by-case basis based on current student status. Undergraduate student teachers who carry ten (10) credits per semester are an exception to this policy. During the summer, six credits are required during each summer session to be considered full-time.

RESOLVING CONFLICT THROUGH MEDIATION

If you have roommate issues that seem irresolvable, there are mediators available to assist you with your dispute. Your Resident Assistant and Residence Hall Director are trained to assist you with your difficulties.

To begin the mediation process:

- Contact your Resident Assistant and request assistance.
- Be willing to clearly state your issues.
- Be willing to listen to the roommate's issues.
- The mediator will facilitate discussion.
- You will work to develop a mutually agreeable compromise.
- An agreement is designed to address all resolved issues.
- If the agreement is violated, disciplinary action may be taken.

Remember, you do not just HAVE a roommate, YOU ARE a roommate. Having a roommate may be a new experience for many residents, and you will need to learn to negotiate and open the lines of communication to have a successful relationship.

Discuss these issues with your roommate:

- Privacy needs.
- Hours you sleep.
- Television, stereo, computer use.
- Sharing of personal property.
- Storage of food items.
- Cooking needs.
- Guests in the room during the day and evening.
- Overnight guests.

ROOM ENTRY/SEARCH AND UNIVERSITY PRIVILEGES

A student's room is considered private, and the administration will not enter it without the resident's consent except in the case of an emergency, when there is a clear and present indication that a crime is being committed, when University or Office of Residence Life regulations are being violated, for move-in or move-out, or for routine preventative maintenance, scheduled inspection, or repairs.

A resident visitor/guest who has left personal belongings and/or property in a resident's apartment/room will not be permitted access to obtain such items unless that person is present.

ROOMMATE AGREEMENTS

In an effort to understand who you are now living with and set guidelines for the community in which you will live, each resident will be required to complete a roommate agreement with their roommate as well as their suite and apartment mates. You will need to schedule a meeting with your Resident Assistant to sit down and fill out the roommate agreement with your roommates and suitemates. By signing the agreement, residents agree to abide by the expectations set forth. All agreements will be submitted to the Resident Assistant by the date specified. If residents transfer to another room, a new agreement must be completed. Failure to adhere to this procedure may result in disciplinary action.

In some instances, it may be necessary to add a supplemental agreement to the original agreement. This supplemental agreement is used when roommates are having difficulty living in the community and more specific guidelines need to be outlined. This supplemental agreement will be written under the supervision of the Residence Hall Director and will need to be signed by all parties.

All agreements will be kept in the Residence Hall Director's office and referenced if a conflict should arise.

ROOM CHANGES

Room changes are permitted following the second week of each semester and when announced. Any move from one room to another must be done through the Office of Residence Life. Students who move from one room to another without proper approval will be subject to disciplinary action. No roommate changes will be permitted after the assigned date without the permission of the Director of the Office of Residence Life or a designee.

ROOM CONSOLIDATION

The Office of Residence Life reserves the right to request students to relocate to another room or to consolidate rooms. When students do not have a roommate and there is a vacancy, they will be requested to consolidate with other students who have no roommate. In the rare instance that consolidation does not occur, the student remaining may only occupy half of the room. The half space must always be available for occupancy or the student may be subject to disciplinary action.

ROOM DAMAGE

Resident students are responsible for any and all damages to any living space occupied which are not the results of normal usage. At the time of check-in, resident students need to carefully review the Apartment/Room Inventory form for complete accuracy. Apartment/room damages will be assessed utilizing this form as well as monthly room inspections. Once the residence facilities are completely closed at the end of the academic year, each apartment/room will be thoroughly inspected by a Residence Life administrator for any and all damages. Charges may be assessed for any clean-up necessary as well as any damages that have been incurred. Excessive damages may be addressed through disciplinary and/or legal action.

ROOM SELECTION PROCESS

Each year, during the spring semester, returning students participate in the Room Selection Process to reserve their room for the following academic year. Students should be mindful of the information concerning the Room Selection Process so that they may secure an assignment. Please note that all students must be registered for twelve (12) credits, complete all necessary paperwork, and pay a $125.00 non-refundable Housing Application fee in order to be considered for a room/apartment for the following academic year.

SAFETY & SECURITY

The safety of students in the residence halls is the first and most fundamental concern of the Office of Residence Life staff; it should be your first priority, too. Your individual actions can have a direct impact on your safety and security and that of each student who lives in the residence halls.

The Office of Residence Life and each resident are partners for the safety and security of the residence halls. Each individual resident has PRIMARY RESPONSIBILITY for their own safety and security. The University and the Office of Residence Life have taken steps that contribute toward maintaining a safer and more secure environment. Staff, equipment, and information resources are provided to encourage behavior that prevents dangerous situations and to assist if an emergency should occur. Despite these reasonable and good-faith efforts; however, it is impossible to predict individual actions or guarantee that no unwanted acts or situations will ever occur. All the fire equipment in Union County cannot prevent a fire caused by a resident's carelessness with a cigarette, candle, or prohibited appliance. Nor can all the campus police at Kean prevent theft when a resident has left the room door unlocked and a wallet on the dresser while he or she is away from the room. Remember, when one resident is careless, all residents may be exposed to the consequences of this carelessness!

General Safety and Security Procedures
Here are some personal safety and security suggestions:

- LOCK YOUR DOOR EACH TIME YOU LEAVE YOUR ROOM. CARRY YOUR KEYS WITH YOU AT ALL TIMES.
- Walk with friends or in a group.
- Walk in well-lighted and well-traveled areas.
- Constantly be aware of your surroundings.
- Know the location of emergency phones throughout the campus.
- Report suspicious persons or activity to campus police.
- Keep your room door locked.
- Carry your keys and Kean University ID with you at all times.
- Report damaged doors and locks to your community center or Resident Assistant immediately.
- Report "salespeople" or "solicitors" to your community center.
- Do not let your guests wander the building — they must be escorted at all times. Don't leave guests unattended in your room/apartment.
- Do not prop doors open.
- Do not use fire exit doors unless it is a fire/evacuation emergency — those who should be in the building should have keys or an access card.
- Remove valuables when you are away and during University closings.
- Keep your vehicle locked.

- Make sure personal property is covered by your own or your family's homeowner's or apartment dweller's insurance policy.

The University is not responsible for loss of or damage to personal property; therefore, individual students are advised to purchase personal property insurance. Contact the Office of Residence Life for more information. All students are provided a hard key to their apartment, except those that live in Cougar Hall, who utilize their Kean ID to enter their room/suite. Each individual is responsible for locking their door.

Students must enter and exit the building through the front doors only. Side exits are for emergency use only and are wired into the fire alarm system. These doors are locked for your protection.

SECURITY CAMERAS

Each building is equipped with security cameras. The cameras are utilized to ensure the safety of the resident students. The cameras are monitored by the Office of Residence Life, Campus Police, and Computer Services.

SPRINKLERS

What you need to know:

- When activated, each sprinkler head produces sixty (60) gallons of water per minute and 3,600 gallons per hour.
- If a sprinkler head is activated the fire alarms will sound.
- If you "accidentally" or intentionally activate the sprinkler head in a non-fire emergency, you will be responsible for all damages it causes to University and personal property and may face disciplinary and/or legal action.
- If one sprinkler head is activated, they all do not activate.
- Sprinklers are in all living spaces with the exception of the bathrooms.
- Sprinklers do not excuse you from evacuating during a fire alarm.
- Never hang items from sprinkler heads or connecting pipes.

STUDY ABROAD PROCEDURES

Students accepted for a Study Abroad program must contact the Office of Residence Life immediately to make arrangements for housing for the returning semester.

STUDY LOUNGES

Study rooms are located in the new residence halls for resident use or programming purposes. Residents are encouraged to utilize these spaces for quiet study time or study groups. The Residence Life staff will utilize this space during scheduled times for programming purposes.

TERMINATING RESIDENCE HALL CONTRACT

Residents wishing to cancel their contract once it has been issued must notify the Office of Residence Life in writing prior to the specified deadline outlined in the Residence Hall Contract. During the academic year, if a resident requests to terminate the agreement, a refund will be made on a percentage basis for the remainder of the academic term at the time of cancellation.

Refund Policy Amounts

- Prior to the semester deadline date - 100%
- After the semester deadline date AND the first week of classes - 90%
- During the second week of classes - 80%
- During the third week of classes - 70%
- During the fourth week of classes - 60%
- During the fifth week of classes - 50%
- During the sixth week of classes - 40%
- During the seventh week of classes - 30%
- During the eight weeks of classes - 20%
- During the ninth week of classes - 10%
- During the tenth week of classes - 0%

Residents who request a contract termination with six (6) weeks or less remaining in the semester will not be issued a refund. Please review your Residence Hall Contract.

1. After filing a Petition to Break Contract form, you must schedule a move-out appointment with your Residence Hall Director in your building's community center within twenty-four (24) hours of submission of the form. Failure to schedule this appointment will result in a $75.00 improper checkout fee.

2. Upon move-out, your apartment will be inspected, and you must sign your room inventory form and return your keys within twenty-four (24) hours of notifying the main office.

3. The refund amount will be determined by your actual move/sign-out date when your keys are returned on your signed Room Inventory form. A refund will be made on a proportionate basis for the remainder of the academic term.

FACILITIES & SERVICES

ACCESS

Aiming to Create a Community Empowered with Student Success (ACCESS) is a Residence Life Program designed to assist students to perform better academically while residing in the University; Educate Students about the academic assistance that Kean University Provides; Gather information about the student's needs; and Track Student Progress.

ACCESS also assists residents that are not meeting the 2.0 requirements or are not showing the academic progress needed in order to remain in good academic standing in the University. The program addresses the academic and educational concerns of students residing on campus. The program also refers students to various departments for further support and maintains a system of following up with students through Kean Google, phone, and office support.

AIR COOLING/AIR CONDITIONING

The apartments are equipped with an air cooling system. The system runs from mid-April to mid-October. The system produces cooler air flow through the apartments. All windows should be closed in order for the system to operate properly. Should a problem arise with the air cooling system in your apartment, please notify the community center in your residence hall.

The Freshmen Residence Hall, Cougar Hall, and Upperclassmen Residence Hall have room-controlled cooling and heating. Each room is equipped with a thermostat which the residents of the room can set.

APARTMENTS FOR THE PHYSICALLY CHALLENGED & HEARING IMPAIRED

Residential students approved for medical accommodations are assigned based on their accommodation and the availability of the spaces in the residence halls. Bartlett and Burch Hall are equipped with several apartments designed specifically for the physically challenged and/or hearing impaired. The rooms in the Cougar Hall, Freshmen Residence Hall, and Upperclassmen Residence Hall are all handicaps adaptable. These rooms include specialized designed cabinetry and storage that allows wheelchair-bound individuals to easily navigate their room. Private in-suite bathrooms are adapted with a shower chair and detachable shower head. All Twin XL beds can be raised or lowered adjusting the height of the bed based on the student's preference. Other accommodations such as requesting additional appliances and/or removal of furniture can be made in coordination with the Housing Accommodation Committee. If you should require any of these particular accommodations, contact the Office of Residence Life immediately.

AUTOMOBILES

Any vehicle parked at Kean University must have a registered ePermit. To obtain an ePermit please visit the campus parking webpage (www.kean.edu/parking). Parking enforcement is done through license plate recognition LPR technology. Students may park in the white-lined spaces only. Freshmen are not permitted to keep vehicles on campus. Students are encouraged to utilize

the Residence Life shuttle service for off-campus services. Be advised that from 3 to 6 a.m. weekly, parking in campus lots will not be permitted except for the section of the Vaughn-Eames parking lot near North Avenue (behind the colored barrier). Signs have been posted to inform as necessary. Also, be advised that students are not permitted to park in the Downs Hall and Dougall Hall parking lots. Unauthorized vehicles will receive tickets accordingly.

CABLE TV

All apartments have a single outlet in the living room and bedrooms, and all traditional-styled rooms have two outlets for cable television. The system provides over 100 channels of basic programming, premium channels, HD channels, and Kean University channels. The cost associated with this service is included in the overall housing charge. Cable television problems should be reported to your residence hall's community center staff. Please make sure that it is not your television or tape/disc player that is malfunctioning. You must provide your own cable wire for proper service.

It is illegal to tamper with or splice the cable wiring and/or outlets (from one room/apartment to another or within the same room/apartment). Anyone found in violation of this will be held accountable for any damages and will be charged by the cable company in addition to sanctions from the Office of Residence Life.

CAMPUS ALERT

Kean utilizes the Campus Alert system to notify our community of the following announcements and/or emergencies:

- Emergency Campus Events – Alerts to students and staff of security-related incidents, utility shutdowns, weather related closures and events and other critical advisories as events unfold.
- Information Technology – Provide maximum warning for service disruption and recovery.
- First Responder Mobilization Alerts to campus security, police, fire and emergency services automatically.

All students are required to register for Campus Alert, click here.

ELEVATORS

The apartment residence halls are equipped with two elevators. Any tampering with elevator equipment, emergency bells, or shut-off switches will be considered a serious violation of the Residence Hall Contract. Anyone found responsible for these offenses will face severe disciplinary action. Please report any problems to the main office at (908) 737-1700 immediately.

Keys, Kean ID cards, cell phones, wallets, and/or other personal belongings that fall into the elevator shafts will not be retrieved. In emergency cases, the cost to retrieve these items will be charged to the owner of the items(s).

EXTERMINATION

The Office of Residence Life provides monthly exterminations in common areas of every building. Special requests for individual rooms with extermination concerns must be placed on a work order with the specific location of the problem and submitted to the community center. There is no charge for "special extermination requests." Residents are encouraged to remove all cardboard boxes, remove the trash on a daily basis, and clean dishes regularly in order to avoid bugs in the rooms/apartments.

GARBAGE/RECYCLING

In each of the buildings, trash rooms are located on each floor. It is the responsibility of each student to empty the trash daily. It is a good idea to use plastic liners for trash. Under no circumstances should any flammable items be deposited in the compactor chute located in the quad building trash rooms. It is not an incinerator! The compactor cannot accommodate wood, cinder blocks, bricks, or heavy cardboard. Failure to cooperate may result in a common area billing charge.

Kean University and the Office of Residence Life comply with the state's recycling regulations for New Jersey's institutions of higher education. As a result, recycling is required in all administrative and academic buildings, food service locations, and residence halls.

All residents will be required to participate in the recycling program within the residence halls – recycling trash bins are in each residence hall's trash room. The initial focus of the campus-wide Recycling Program will include regular, everyday recyclable consumer items:

- aluminum cans
- glass bottles
- plastic containers
- paper cardboard

HOUSEKEEPING/INSPECTIONS

The residence halls do not include maid service for individual rooms. While basic cleaning of corridors, laundry rooms, common areas, and elevators is provided by the University throughout the school year, it is the responsibility of every resident to cooperate in keeping the residence halls clean and attractive at all times. While classes are out of session each summer, the rooms are professionally cleaned by an outside contractor.

The mandatory monthly apartment/room inspection is established by the Office of Residence Life for the purpose of maintaining a living area that is clean, healthy, and safe. The staff of each building will schedule and conduct monthly inspections. All inspections will be pre-announced and each resident will be required to sign-up on the "Inspection Responsibility Sheet" to clean a designated area. If a room is not filled to capacity, the residents of the room or apartment are responsible for cleaning all areas. A Room Inspection sheet will assist in determining the resident responsibility for cleaning areas of the room/apartment.

Any apartment/room that fails inspection will be re-inspected on the following day by the Resident Assistant. Failure to comply will result in the following sanctions:

- **First Failure:** Verbal Warning
- **Re-Inspection Failure:** Written Warning, $25.00 fine per violator, Educational Class Additional Failures can result in the termination of the Residence Life contract. The same disciplinary process will apply to consecutive monthly inspections as well.

INTERNET & WIFI

Kean University offers a login-based network access system that will allow students and staff to gain access to local resources as well as the Internet. Such resources and uses of the Kean University Residence Hall Network are privileges and must be exercised in conformity with all Kean University policies and procedures, and all applicable federal and state laws. Failure to abide by these policies can result in the suspension of network privileges and referral of the matter to the appropriate disciplinary process.

All apartments have two outlets in the bedrooms, and all traditional-styled rooms have two outlets for Internet access. Students must provide personal computers equipped with an Ethernet card and Cat 5 or Cat 6 wire or wireless cord in order to gain access to the Kean University network. In order to login, you must use your Kean Google email username and password. If you don't know your username and password, please call (908) 737-6000.

NOTE: Those students with game consoles (XBOX, Playstation, and Wii) MUST register them (with the console's MAC address) with the Office of Computer Services in order for those consoles to have Internet access.

It is illegal to tamper with or splice the wiring and/or outlets (from one room/apartment to another or within the same room/apartment). Anyone found in violation of this will be held accountable for any damages and will be charged by the cable company in addition to sanctions from the Office of Residence Life/Office of Student Accountability, Standards and Education.

How to Connect to the Internet

Wireless devices such as smart home devices (Ex. Amazon Echo, Google Home) and Game Consoles need to be registered manually on Kean University's Self-Registration Portal in order to connect them to the network. The following steps will guide you through the self-registration process.

1. Using a computer or cellphone, open your preferred web browser (Ex. Google Chrome, Firefox).
2. Please make sure the device you are using to register is connected to Kean's network (KUAIR, KUAIR-FACSTAFF, or wired connection).
3. If the device you would like to register has a built-in browser you may be redirected to the registration portal if you are not redirected, please proceed to Step 2.

4. Click on the search bar and go to the following link: https://knet-xnac.kean.edu/self_registration

5. To log in, use your Kean University email username (without "@kean.edu") and password.

For any issues, please contact the Office of Information Technology at (908) 737-6000.

Computer-Related Acceptable Use Policy
Students must adhere to the policy or receive a suspension of computer privileges, view policy, click here.

LAUNDRY SERVICE & CLOTHES WASHING

The University does not provide linen, laundry, or dry cleaning services. Residents may find local services in the campus area. However, commercial establishments are not permitted in the apartment complexes for pick-up or delivery. Residents may wash their own clothes using the washers and dryers (no charge) located on the first floor of each residence hall. Just bring your detergent/pods and dryer sheets! Remove clothes after cycle finishes, so others may use.

MAIL SERVICES

Mail is delivered by the United States Postal Service to the University Materials Services Office five (5) days a week during the academic year and four (4) days a week during summer sessions. Mail is distributed to the residence halls before 5 p.m. each day. Students do not receive mail on Saturdays, Sundays, or holidays. Please note that because of processing within the University, overnight packages may require more time to receive. A student's mailing address should read:

Name
Building Name, Apartment/Room Number, Bedroom A or B
Kean University
1000 Morris Avenue
Union, NJ 07083

Each student receives a key to a mailbox. A student's mailbox is located on the first floor of the building they reside in. All packages can be picked up at the Office of Residence Life mail room in Whiteman Hall. Students will receive an email at their Kean email account informing them that there is a package that is waiting to be picked up.

Students are responsible for notification of address changes. Any registered mail or packages will be delivered to the Office of Residence Life and students, upon proof of identification and presentation of the packing slip from the Office of Residence Life, may obtain those items. Do not send cash through the mail. Should a student receive another student's mail, he or she should return it to the building's community center staff. Bulk mail will not be forwarded.

MAINTENANCE WORK REQUESTS

When furnishings or fixtures in the residential area are in need of repair, it is the resident's responsibility to complete a work request online through the Office Residence Life, in the community center or through the Resident Assistant on Duty. Please be as specific as possible when citing a repair. Residents who do not request maintenance repairs may be held responsible for damages. Emergency maintenance repairs such as broken locks, windows, or a problem that, if left unattended, will create a significant health and/or safety problem, or one that may cause significant loss or damage to property, should be reported immediately to the Resident Assistant or Residence Hall Director.

PUBLIC TRANSPORTATION

Kean University is in a great location - metropolitan Union County. The campus is a short distance from Newark Liberty International Airport, NJ Transit trains, and major highways. You have easy access from the Garden State Parkway, NJ Turnpike, and Routes 1&9, 22, and 78.

Train: Union Station
Located at 900 Green Lane in Union, NJ, directly across the street from Kean's main campus, Union Station is on NJ Transit's Raritan Valley line, which runs northeast to Newark Penn Station, and southwest to High Bridge in Hunterdon County. For a Raritan Valley line train schedule, visit http://www.njtransit.com/pdf/rail/r0060.pdf

Train: Elizabeth Station
Elizabeth Station is located on West Grand Avenue, one block west of Broad Street in Elizabeth, NJ, which is just two miles from campus by bus or taxi. The NJ Transit Northeast Corridor and North Jersey Coast line trains stop there. The Northeast Corridor line runs northeast to Newark Penn Station and New York Penn Station, and southwest to Trenton. The North Jersey Coast line runs northeast to Newark's Penn Station and New York City and southeast to Bay Head in Ocean County. For a Northeast Corridor line train schedule, visit http://www.njtransit.com/pdf/rail/r0070.pdf. For a North Jersey Coast line train schedule, visit http://www.njtransit.com/pdf/rail/r0080.pdf.

Bus
NJ Transit #52 and #26 between Elizabeth and Springfield passes the Campus on Morris Avenue. NJ Transit #113 between Plainfield and Port Authority Bus Terminal, New York, stops at Salem Road and Morris Avenue. For further information about fares and schedules for buses and trains, visit www.njtransit.com.

RESIDENCE HALL COUNCIL

Residence Hall Council serves as the umbrella organization for The Office of Residence Life student volunteers within each residence hall community at Kean, which provides programmatic and community service opportunities for the 2,000+ residents on campus, as well as the Kean community at large.

Hall Council members serve as liaisons and advocates for their residential peers and were established:

- To foster community within and across residence halls at Kean;
- To enhance the residential experience at Kean;
- To provide students with leadership development opportunities;
- To advocate on behalf of residents to the Kean administration;
- To create meaningful programmatic opportunities for students to connect with one another; and
- To instill a sense of pride in the residential community.

All residence hall students are eligible to become a member of the Hall Council for the Residence Hall in which they live. To be on a Hall Council Executive Board, residents must adhere to certain criteria. Information about how to run for a particular position will be available and posted on the monitors in each residence hall.

SCREENING ROOM

A 50-seat screening room is available in the Residence Hall for programming purposes. The Residence Life staff will schedule regular showings of movies and televised events. Residents should check with their RAs for additional information.

SCREENS

Special tamper-proof screens have been installed in each residence hall room. Screens cannot be and must not be removed from the windows. During inspections, if a screen is found damaged, the student or students responsible will be assessed a damage charge. In addition, students found responsible for violating this policy will be placed on Residence Life probation for intentionally defacing University property. If no one student in the room or apartment is willing to accept responsibility, all residents will share in the replacement costs and possible disciplinary action. Continued damage to screens in an individual room or apartment may result in the termination of the Residence Hall Contract.

SHUTTLE SERVICE

A 20-passenger shuttle service is in operation for the Office of Residence Life. This free service is available for resident students only and a Kean University ID card is required to board the shuttle. A special lift accommodates passengers in wheelchairs. The shuttle does not operate when the University is closed, during inclement weather, or during special assignments. An updated operating schedule will be available each semester. The shuttle frequents local food establishments and shopping centers, department stores, and train stations. Special weekend trips may be planned through the Office of Residence Life.

The Office of Residence Life reserves the right to modify the shuttle service for special programs or ongoing activities. Students will be informed accordingly. For additional information, please visit
https://www.kean.edu/offices/office-student-government/commuter-resource-center/shuttle-service

TRASH & RECYCLING POLICY

In the residence halls, each room is provided with a blue bucket for collecting recyclable materials and a wastebasket for non-recyclable trash to be collected. It is the student's responsibility to take materials to centralized trash rooms and separate the contents of the blue buckets into larger bins (e.g., paper vs. cans). For fire safety reasons, the doors to trash and recycling rooms should be kept closed at all times. Large bins cannot be removed from the designated trash room. Kean University custodial staff will remove trash and recycling from the residence halls.

CAMPUS COMMUNITY

CAMPUS MINISTRY OFFICE

Religious services and special events are listed in University periodicals and publications available at the office. Interested students and staff may contact the chaplains by emailing catholic@kean.edu or stopping by the office located in East Campus, Room 218. Campus ministers are available to speak with any student or staff member regardless of religious affiliation.

KEAN COUNSELING CENTER

The Counseling Center functions as a ready resource to students for individual counseling and guidance, group therapy, and psychological and vocational testing. The Center is open during regular business hours, Monday through Friday, 9 a.m. to 5 p.m., so that a student, with or without an appointment, may discuss any matter of personal concern with a counseling psychologist. All discussions are confidential and no records are kept. Both individual and group sessions may be arranged by calling (908) 737-4850. The Center is located in Downs Hall, Room 127.

MIRON STUDENT CENTER

The University Center provides a variety of services for the campus community. These services include the University Tech Lounge, food service eateries (cafeteria, Cougar's Den, etc.) and Game Room to name a few. Hours of operations for the various services are posted in the residence hall community centers and bulletin boards. The Information Desk phone number is (908) 737-5222.

OFFICE OF STUDENT ACCOUNTABILITY, STANDARDS AND EDUCATION

The Office of Student Accountability, Standards and Education oversees the University disciplinary process for all Kean University students. The Office is located on the third floor of the Miron Student Center (MSC) Room 317, call (908) 737-5240, and office hours are Monday through Friday, 8:30 a.m. – 4:30 p.m., or by appointment.

ONE-STOP SERVICE/OFFICE OF THE REGISTRAR

The One Stop Service Office provides a variety of high-quality student services for admissions, advising, financial aid and scholarships, registration, and student account information. For further information, visit the One Stop Service Office located on the first floor of the Administration Building or call (908) 737-0400. The office hours are Monday through Friday, 9 a.m. – 5 p.m.

PUBLIC SAFETY & POLICE

The residence hall areas are patrolled 24-hours a day, seven (7) days a week by campus police. Campus police officers are fully trained and certified as mandated by New Jersey State Law and the New Jersey Police Training Commission. They have the same full police authority as other police officers in the state. These officers are present to protect and serve and will respond to any call for assistance. The Department of Public Safety/Police headquarters and dispatch center is located in Downs Hall. The phone number is (908) 737- 4800.

Emergency telephones are located throughout the campus grounds and are identified by their tall, blue, cylindrical shape and flashing lights. These telephones provide you with immediate contact with the Department of Public Safety/Police.