

Community Living and Student Support (CLSS) at Tompkins Cortland Community
College2026-2027 1

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Community Living and Student Support (CLSS) at Tompkins Cortland Community College 2026-2027

Tompkins Cortland Community College values excellence, inclusion, community, connection, integrity and accountability, and equity. Community Living and Student Support focuses on the co-curricular experience and fosters an environment where students can grow in these values and develop both academically and personally.

The apartments operate under the Tompkins Cortland Foundation, a not-for-profit corporation affiliated with the College and operated by the Faculty Student Association (FSA). The apartment buildings are supervised by a team of professional staff and assisted by a student staff of Resident Assistants.

** Community Living and Student Support Office reserve the right to revise the Handbook at any time**

Community Living and Student Support Program Goals

- Implement and foster a diverse learning community in which students are accountable and take responsibility for themselves while respecting the rights and needs of others within the College community.
- Provide students with affordable and comfortable on-campus housing accommodations.
- Provide values-based educational programming, utilizing a holistic model, to focus on emotional, physical, social, intellectual, environmental, occupational, spiritual, and financial wellness.
- Encourage student participation in campus programs, events, and resources.

Resident Student Rights and Responsibilities

You have the right to:

- 1) Study, sleep and socialize in your room.
- 2) Live in a supportive and stimulating community where your individuality is valued, respected, and appreciated.
- 3) Involve yourself and others in promoting all residents' health, safety, and security.
- 4) Enjoy access to various facilities and services provided by the College.

You have the responsibility to:

- 1) Demonstrate respect for the needs of other community members and receive respect in return.

- 2) Promote care of the program's physical facilities, equipment, and services.
- 3) Communicate with other residents and staff members.
- 4) Advocate for your needs and be accountable for your actions.

Being a Good Neighbor

- Lock your room and apartment door at all times
- Report missing or stolen keys
- Close any propped doors you see
- Report suspicious people and activities to staff members
- Deal with differences maturely and responsibly
- Take precautions for the safety of yourself and others
- Be respectful of shared spaces and resources
- Understand and follow all Tompkins Cortland and Residence Life rules

Campus Living

Housing License Agreement Highlights

The Residence Hall License Agreement is a legal and binding document. Please be sure to read it thoroughly and ask questions before signing the document. Some crucial points to keep in mind:

- You are signing either an Academic Year License or a Spring semester-only contract.
- Breaking the license agreement: If you decide to move off campus but remain enrolled at Tompkins Cortland, you will still be responsible for housing for the entire term of your license agreement. Breaking the contract for any reason, except graduation (or an official License Release) will cause your security deposit to be forfeited. Students must submit the License Release within two weeks of moving out of the apartments.
- By signing the license, you agree to the terms of the agreement and the policies of Community Living and Student Support, detailed in the Community Living and Student Support Handbook. Violations of our policies will result in disciplinary actions, as determined by the College.

The Apartments and Rooms

All housing is apartment-style, and each apartment has a kitchen, living room, bathroom, and four individual bedrooms. The layout and size vary, but the average bedroom size is 8' x 12'. All buildings have lounges, laundry facilities, and study spaces.

Furnishings

Only college-provided furniture is permitted in the apartments. Exceptions permitted for accommodation must be approved through the Coordinator of Access and Equity Services.

- Living Room: couch, chair, end table, and coffee table
- Bedrooms: Extra-long, twin-size beds 80 inches by 36 inches, dresser, desk, and chair

- Kitchen: full-size refrigerator, electric stove/oven, breakfast bar or a table and chairs, double sided sink, cabinets
- Bathroom: full bathroom with tub/shower. Please note, toilets are pressure assisted and cannot use drop-in cleaner or deodorizer

Internet Connection

All buildings offer Wi-Fi for resident student use. Students must follow the Computer Use and Policy Protocol.

Computer Resource Use Protocol: <https://www.tompkinscortland.edu/student-rights-responsibilities/computer-resource-use-protocols>

Laundry

Each building has a laundry room with washers and dryers for resident student use. There is no additional charge to use the machines, but students should provide their own laundry detergent and supplies.

- Laundry that has been abandoned in the laundry room for more than 48 hours is discarded.
- The use of laundry facilities is limited only to those students registered to live on-campus

Apartment Care and Maintenance

Room/Apartment Accountability

Students are responsible for the proper use of apartment facilities. Community Living and Student Support Staff will inspect apartments as seen fit, on average once during the semester and during break times, with monthly fire safety equipment checks. If common areas are left dirty to the point of causing a health hazard or creating an environment where a new student could not be placed, the housekeeping staff will clean those areas, and all residents will be charged for that cleaning.

All residents will pay a security deposit as stipulated in the current housing license to ensure the property's upkeep and pay for damages discovered at the end of the license term. The housing deposit does not cover cleaning costs or expenses from lost keys. Each student will complete a room condition report (RCR) with their RA upon arrival.

Damages to Property

Each student is responsible for the condition and upkeep of their private Bedroom and, collectively with other roommates, is accountable for the state of the living room, kitchen, hallway, and bathroom. Whenever a student moves out of a room, the expectation is that the room has been made ready for the next resident.

When damage occurs to the common areas and lounges and the person responsible cannot be determined, all persons in the building or apartment may be charged for the damage. Students are responsible for filing a maintenance request if someone has damaged any property in the apartment as soon as possible. The filing of a maintenance request does not ensure the resident won't be charged for damages.

Charges will occur for anything not considered normal wear and tear – including damage to appliances and additional cleaning needed to prepare the apartment. Damage charges are not limited to the amount of the security deposit. Students may be referred for disciplinary action when damage is discovered. Damages will be assessed, and students will be billed.

All repairs are to be made by the facilities staff or their contracted designee.

Damage and Cleaning Charges

The following are listed as a guide should damages occur. The Office of Residence Life reserves the right to amend these amounts if the damage is extensive and/or if costs from outside vendors change.

Chair (upholstered)	\$400
Clean appliance	\$50
Clean bathroom	\$75
Clean Bedroom	\$60
Clean common area	\$100
Clean kitchen	\$75
Replace Desk	\$300
Replace Desk chair	\$115
Replace Kitchen chair	\$100
Replace Dresser wardrobe	\$250
Lockset for mailbox	\$25
Lockset for bedroom	\$230
Light fixtures	\$100+
Paint room	\$75/wall
Recycling box	\$15
Remove trash	\$25/each bag
Remove personal items	\$25 & up
Repair hole in wall	\$30 - \$100+
Replace bed frame	\$250
Replace bedroom door	\$225 - \$600
Replace light cover	\$40 - \$150
Replace mattress	\$225
Replace microwave	\$200
Replace window blinds	\$25 - \$325 per window
Replace window screen	\$75
Smoke detector	\$100
Sofa	\$1000
Thermostats	\$100
Toilet paper dispenser	\$35
Towel Bar	\$35
Window glass up to	\$575

This is a partial list. Residence Life Facilities will determine charges for damage/cleaning using actual costs of material and labor. Resident will not be charged for normal wear and tear or for pre-existing conditions. Remember to report existing damage at move-in using the work order system.

Maintenance and Housekeeping

Maintenance staff are authorized to enter apartments to address concerns between 8 am and 4 pm, Monday through Friday. Maintenance personnel may be required, and are approved, to enter an apartment at any time to perform emergency repairs when health and safety issues are involved. Maintenance staff will leave a note or speak with a resident of the room when they have completed a work order. Housekeeping, campus police, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks. An inspection schedule is shared with Community Living and Student Support staff in advance to communicate with residents accordingly, and repair forms will be placed in student rooms when there comes a time for a repair of any kind.

Residents with immediate concerns or situations can contact the Community Living and Student Support office Monday through Friday from 8:30 am to 4 p.m. The RA on duty can be reached via phone, 607-280- 0640, on weekdays after 4 p.m. and throughout the weekend. Students who fail to report serious problems in their apartment (i.e., leaking plumbing, holes in bath- tubs, etc.), which cause ongoing damage, will be assessed for that damage.

Property/Renters Insurance

Tompkins Cortland Community College and the Faculty Student Association do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, and any other acts of nature resulting in the interruption of service or damage to personal belongings. Students are responsible for having private insurance either by being included in their parents' homeowners' policy or purchasing renters insurance to protect themselves against loss.

Trash and Recycling

Students are responsible for bagging and placing all refuse in the dumpsters located in the main residence life parking lot. Students are also responsible for recycling their items, as listed below. Students found leaving garbage in public areas or littering are subject to disciplinary action and/or cleaning charges. When mixed items are placed in recycling dumpsters, fines are assessed on the buildings by Tompkins County. These fines are passed along to the residents in the form of damage charges. All boxes must be broken down. Please do not include plastic bags in the recycling receptacles with these materials; it contaminates the recycling products. For more information, you can visit www.recycletompkins.org.

Recyclable Items

Cardboard/Mixed Paper

- White paper
- Cardboard (clean/dry) and flattened
- Newspapers
- Magazines
- Self-adhesive notes
- Colored paper, manila folders
- Junk mail
- Phone books
- Paperboard cereal, cracker, etc boxes
- Moving boxes

Containers

- Plastic bottles #1- #7
- Plastics smaller than a 5 gallon bucket
- All clear, green and brown glass
- Paper cartons and drink boxes
- Metal cans and aluminum foil
- #5 wide-mouth containers

Mail and Packages

The Community Living and Student Support Mailroom is located on the first floor of Tioga Hall. All student mail and packages come through the mailroom. Each apartment has a shared mailbox for U.S. letter mail. Students will receive a notification from the mailroom when they have a package for pick up. Packages can only be released to the addressee with student ID. Outgoing stamped mail and pre-paid packages may be sent out through the Mailroom. All out-going packages must have a prepaid shipping label attached. It is suggested that students request a pick-up through the service provider to ensure a timely process.

All student mail should be addressed to Tioga Hall.

Tioga Hall, 24 Farview Drive Apt. #XXX, Dryden, NY 13053

Resident Assistant Desk

The Resident Assistant (RA) desk is located on the first floor of Tioga Hall or is available by phone at 607-280-0640. The desk will be staffed Sunday-Thursday 7pm-11pm, Friday and Saturday 8pm-12pm. During these times RAs will manage checking in guests (view guest policy), checking in and out items for rentals and being a physical presence. RAs will be available by phone Monday-Friday 4pm-8am, Saturday/Sunday 8am-8am. With regard to checking out items, items must be returned within a 24-hour period. If items are not returned in the time period, or the item is returned with significant damage, the cost of the item will be charged to the signed-out student's account.

Break Housing

The apartments are closed to students during Thanksgiving Break, Winter Break, and Spring Break. During these breaks, students must vacate their apartments. All students must follow correct closing procedures posted by their RA, including but not limited to:

- Close and lock all windows
- Remove all trash and recycling
- Clean or remove any dirty dishes
- Unplug all electronics except the oven and refrigerator
- Turn off all lights
- Lock your doors

Fall 2026-Spring 2027 Break Schedule

Thanksgiving – November 25th-27th 2026 - Buildings will close November 25th at 12pm

Winter Break Begins December 11th 2026– January 24th 2027– Buildings will close December 12th @ 12pm

Spring Break – March 15th 2027– March 19th 2027– Buildings will close March 14th @ 12pm

Should students have questions or concerns with regards to break housing (returning early, leaving late, remaining on campus), the student should notify the Director of Community Living and Student Support **no later than 3 weeks prior to the start of break.** Notification to the Director does not guarantee break housing. Any on campus living during a break will surmount a charge and potentially an additional license signing. Any student found on campus without the permission of Community Living and Student Support will be charged with the full amount of the break and be referred through the judicial system.

Fall to Spring Semester Assignments

Fall residential students who have registered for the immediate following spring semester may keep the same apartment. However, if there is a vacancy in the apartment, a new student may be assigned to that space.

If returning students are registered by the last day of classes in the fall semester:

- They are permitted to leave belongings in their Bedroom.
- They must leave the common area of the apartment in a clean condition; this includes moving all personal items into respective bedrooms. This also includes disposing of any perishable items, cleaning any dirty dishes, and ensuring the remainder of the apartment is clean. If the common area is not clean, cleaning staff may clean the common area, and the residents will be responsible for those charges.

If students are NOT registered for Spring by the end of Fall semester, we will not be able to guarantee assignments to the same apartment. If students are not registered by the last day of classes in the fall semester:

- They must remove all belongings from the apartment and turn in keys before leaving for Winter Break.
- The bedrooms and common area of the apartment must be left clean.
- If the student registers over break, contact the Office of Community Living and Student Support to discuss placement for the Spring semester.

If students drop courses during the break period OR are suspended or expelled:

- They must return to collect their belongings within seven days of dropping courses. Contact the Office of Community Living and Student Support to grant access to the building to organize your belongings.
- Failure to follow expectations for moving out and/or collecting belongings will result in remaining possessions being considered abandoned property and could be discarded at the colleges' discretion.

Check-In/Check-Out

Check-In

Prior to the start of each semester, students will receive a room assignment email with instructions and the location for check in. At check in, students will receive keys, and a move in packet with necessary documents to complete. Students should also communicate with their resident assistant to complete common room condition report and community agreements.

Check-Out

When the student moves out of the room, they are responsible for the following (failure to meet any of these criteria can result in fines for key replacement, additional cleaning, or damages):

- Turn in all keys
- Remove all belongings
- Remove all trash from bedroom and apartment
- Must have their RA/RD sign off in a "sign out" sheet that will be placed on each apartment door that they're vacating after they have moved out and cleaned their area(s). Sign up times to have RA visit room/apartment will be made available no later than the Wednesday of the last week of classes (before the start of final exams)

If students receive additional charges for cleaning or damages, they have the right to appeal. Appeal information will be emailed to students' TC3 email account after the semester has ended.

Campus Security Information

Campus Police

Campus Police patrol the apartments and surrounding areas to ensure the safety of residents. Officers are on duty 24 hours a day, 365 days a year, and can be reached at 607.844.6511. Residents are required to comply with instructions provided by Campus Police Officers. See their website for more information.

Alarmed Doors

The front entrance to each building and rear doors not labeled For Emergency Only are used to enter and exit the building. All other doors are for emergency exits only and have alarms on them. It is a violation of building regulations to leave through an alarm-equipped door. However, during a fire or an emergency, students should always go through the nearest exit.

For the safety of all residents, any and all building doors should never be propped. Residents found propping doors will be referred to student conduct.

Security Doors

All the apartments are secured 24 hours a day. Residents are issued an identification card (ID or key) to admit them into all buildings. Students are allowed to enter their building 24 hours each day. All non-residents must be accompanied by their host at all times.

Fire Regulations

New York state law requires fire evacuation drills to be held periodically in the apartments. All residents must evacuate the buildings any time the fire alarms sound. Failure to evacuate will result in disciplinary action.

Fire safety inspections will occur throughout the semester by the Community Living and Student Support staff. The purpose is to educate students about potential fire safety threats to themselves and others and to rectify violations in compliance with New York state law. Resident violations must be corrected; failure to do so is considered a violation of the housing contract and will result in conduct action.

The following items or actions are prohibited:

- Use of multi-plug outlet without surge protection
- Tampering with fire equipment
- Disconnecting or covering smoke/heat detectors
- Smoking anywhere inside a building (This includes Vaping)
- Any fabric wall hangings or coverings (i.e. curtains, flags, tapestries, headboards)
- Possessing candles or incense
- Heating detergent or cleaning chemicals on the stove
- Cooking on an unclean stove/oven
- Using an oven to heat the apartment
- Use of air conditioners or space heaters
- False reporting of fire by pulling an alarm or otherwise causing an alarm in this manner

The New York State Division of Homeland Security & Emergency Services regularly inspects all residence halls in the state. Students will be notified of violations and must immediately correct

any violations. Residence Life is fined by the NYS Division of Homeland Security & Emergency Services for repeated fire code violations. These fines will be charged to students who are notified of such breaches and do not remove them immediately. These fines can be upwards of \$5,000.

Health and Safety Inspections

Community Living and Student Support staff reserve the right to inspect any apartment with 24-hour notice. No notice is necessary when it is reported or suspected that a dangerous condition exists within the apartment/room. In addition, Community Living and Student Support staff are authorized to enter and conduct an unannounced search of any apartment if there is cause to reasonably believe illegal activity may be occurring in said space or that any of the policies or conditions of occupancy either in the residence hall license or handbook is being violated therein.

In addition, all apartments are inspected whenever the buildings close, including Thanksgiving break, Winter break, Spring break, and May closing. Residence Directors may enter apartments to conduct room inspections any time a room is vacated or vacant. Students will be charged for trash removal and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.

Living in Community

Community Living and Student Support (CLSS) Staff and Structure

Resident Assistants (RAs)

Resident Assistants are student staff who live on each apartment building floor, and in some cases multiple floors. They are trained in Community Living and Student Support policy, safety protocols and harm reduction, and peer mediation. Their general responsibilities are to:

- Serve as a mentor, role model, and resource, helping to ease the transition to apartment building living and college in general
- Build community and get to know the residents on their floor by providing social and educational programs
- Provide an opportunity for student input, disseminate official College information, and explain administrative policies at regularly scheduled floor meetings
- Foster a culture of accountability, responsibility, and mutual respect through the enforcement of policies and by serving as a peer mediator when needed
- Be responsible to the residence life RLCL department for their area's overall supervision

Residence Directors (RDs)

Residence Directors are full-time, professional Community Living and Student Support staff members who live and work in the apartments. Professionals in this role have

backgrounds in education, counseling, campus life, and crisis response. RDs directly supervise the staff in their respective buildings and provide general oversight for the day-to-day operations of their building. They serve as a resource for students, serve as hearing officers in the conduct system, meet with students around policy violations, and ensure a safe, welcoming community by creating and developing programming for the Community Living and Student Support Office. RDs maintain regular office hours in each of our apartments — their offices are located in the main lobbies of their building.

Resident Involvement Committee

The Resident Involvement Committee (RIC) is the governing body for all residential students as a subdivision of SGA. It allows students to take an active role in building their community, advocating for their needs, and shaping their environment. RIC is a registered student organization open to any resident student. The duties of RIC consist of reviewing, recommending, and/or establishing policies/procedures relating to the welfare of all residential students. RIC is also responsible for allocating funds raised by the association fee and the development/planning of social and educational programs for students living in the Apartments.

Packing List

Below is a suggested packing list for students moving into the apartments. Each student is different and needs will vary. Please contact the Community Living and Student Support Office if you have questions about whether or not an item is permitted.

Clothing: Pack for a variety of weather—remember your winter coat, boots, and gloves. Campus is also very walkable, so comfortable shoes and an umbrella are a good idea.

Bedding: Pillows, sheets, and blanket for a XL twin bed (36"x80")

Waterproof, allergy, and bed-bug proof zipped mattress protector for XL twin mattress

Bath: Towels, washcloths, toilet paper, toilet plunger, bath mat, hand soap, a shower curtain, and shower curtain hooks; some students find using a shower caddy is the easiest way to store their things in a shared bathroom

Health and Wellness: First-aid items, prescribed medications, toiletries, water bottles, a copy of your insurance information, driver's license or ID

Study: Laptop, School supplies, Desk lamp, alarm clock, surge protectors, chargers, and flashlight; You may also want a sturdy bag for your walk to class

Cleaning supplies: Trash can, Mop, broom, dish soap and scrubber, garbage bags, and cleaning supplies (bleach wipes, toilet cleaner, all purpose cleaner, air freshener, etc); A small vacuum cleaner or Swiffer is also handy. Community Living and Student Support does not provide vacuums.

Laundry: hamper, laundry basket/bag, hangers, iron, ironing board, laundry detergent (washing machines are not High Efficiency HE)

Kitchen: Pots, pans, cooking utensils, Plates, bowls, cups, mugs, and eating utensils.

Students may bring small UL rated kitchen appliances for use in the common kitchen area only (i.e. toaster, microwave, air fryer).

Students must provide their own groceries. There are two local grocery stores in Dryden, along with a Dollar General. Walmart in Cortland also delivers. All students also have access to the Panther Pantry through Health and Wellness which provides an on-campus grocery store at no cost to students.

Additional Things You May Want to Bring

- Decorations for your room—please see the Decorations policy in the policy section of this handbook before decorating. Note: nails or other hardware are not permitted for use in hanging decorations. Sticky tack or tape is allowed.
- Car – be sure to register your car with the Community Living and Student Support office. Registration is free.
- Television or gaming system
- Fan— the apartments are not air conditioned and it can get a little warm at the start and end of the year. Fans can help with circulation and creating a breeze.
- Sports and outdoors gear—our campus is a great place to take a hike, play sports with new residence friends, or just get outside.

Things to Leave at Home

- Pets—no animals are permitted in the apartments unless they are a service animal or an approved ESA; please see the Animals/Pets policy in the policy section of this handbook
- Hoverboards or lithium battery scooters
- Dartboards with sharp point darts
- Candles/incense and wax warmers (including cosmetic wax warmers)
- Curtains or fabric wall hangings/covering (i.e. flags, tapestries, headboards)
- Alcoholic beverages and cannabis products (regardless of your age)
- Multi-plug outlets or extension cords without a UL rating and surge protection
- Illegal drugs and drug paraphernalia (including hookahs)
- Gasoline, lighter fluid, or any other flammable liquids
- Fireworks or any type of explosive agents
- Space heaters and air conditioners
- Alternate or additional furniture
- Mini refrigerators or freezers
- Halogen bulbs
- Lava lamps
- Nails and foam-backed adhesive tape
- Multi-arm floor lamps
- Weapons of any kind ([See Campus Weapon Policy](#))

Equity and Accessibility

Students who may require an accommodation to equally access housing and dining services should visit <https://www.tompkinscortland.edu/access-equity/housing-dining-accommodation>

or contact the Coordinator of Access and Equity Services. Students should follow the process through Access and Equity Services and submit a Housing and Dining Accommodation Request Form. Provided accommodations will be communicated directly to Community Living and Student Support from Access and Equity Services.

Roommates and Apartment Community Agreements

All apartments can house up to four students. Students can make requests for roommates and specific housing on their housing licensure application, and Community Living and Student Support staff will do their best to honor such requests. As students will often arrive not knowing their roommates, each apartment will complete a community agreement within the first week of the semester.

This process will help residents talk about cleaning the apartment, guests in the apartment, noise, etc. It is a requirement of housing to complete your agreement with a Resident Assistant or Director present to facilitate. Students who experience roommate difficulty after completing this form should continue to consult with their Resident Assistant and/or Residence Director on the next steps.

Policies

Living on campus presents numerous opportunities and challenges. The following rules and regulations are in place to help ensure the safety and security of all residents in a safe and clean environment. Violators of any portion of this handbook or the Residence Life Housing License will be referred for disciplinary action, with the possibility of being removed from campus housing.

Abandoned Property

Any personal property that remains in a room upon the termination of the license shall be deemed abandoned and may be disposed of by the College/FSA at its sole discretion. The College/FSA may, at its discretion, make efforts to notify the student and/or student's parent or guardian that property has been found in the room. Neither the FSA, the Foundation, Tompkins Cortland Community College, or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.

Note: This includes instances of students withdrawing from all classes, being suspended, expelled, or removed from housing, or not registering for the Spring semester.

Alcohol

No student or their guest(s), regardless of age, may possess, consume, store, or distribute alcoholic beverages anywhere on the residential property or be in the presence of others drinking alcohol. This includes possession of empty alcohol containers, including decorative purposes. In addition, any student under the influence of alcohol who brings attention to themselves by making noise or general disruption or publicly displaying

intoxication is in violation of this policy. Any alcohol found on the property will be turned over to the residential staff and discarded immediately. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the apartments.

Animals/Pets

With the exception of service animals and emotional support animals, registered with the Access and Equity Office, no animals or pets are permitted in the apartments. Requests for service or emotional support animals should be directed to the Coordinator for Access and Equity.

Tompkins Cortland Community College Access and Equity:

<https://www.tompkinscortland.edu/access-equity>

Attendance/Student Success

Residential students must be enrolled in a minimum of 12 credits. If students are de-registered or withdrawn from their courses and no longer in at least 12 credits, their housing status will be review and they may be required to move out immediately. Note: students may be de-registered from classes by the college for ceasing participation. Residential students who drop below 12 credit hours will have 24 hours to rectify or move out of housing from the time of the credit drop. Students should communicate their plans with Community Living and Student Support.

Bicycles

Bicycles are not permitted inside apartments. Outdoor areas are provided for locking bikes.

Confiscation Policy

Any item prohibited by law or campus policy is subject to confiscation by RLCL staff. Items that are lawful may be retrieved by the student from Residence Life staff and taken off-campus, items that violate local, state or federal law will be turned over to Campus Police. Any items left unclaimed after 30 days may be disposed of. If the confiscated item requires additional disposal fees, that charge will be passed along to the student. RLCL staff is not responsible for any lost or damaged contraband items.

Dangerous Materials

Firearms and other weapons are not permitted on campus or in apartments at any time. This includes, but is not limited to, hunting rifles, handguns, paint ball guns, BB guns, very realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices including pepper spray, ammunition of any kind and any martial arts weapons (ex. chuka sticks, throwing stars, etc.). Use of any object against another person will be considered a serious breach of the housing license and is a

probable cause for removal from housing. Any type of flammable liquids (gasoline, lighter fluid, etc.) are prohibited. Fireworks and explosive materials are prohibited.

Use of a dangerous material may result in Campus Police response, immediate removal from the apartments or referral through the conduct system. Residents found using toy guns/replicas on campus will be referred through the conduct system.

Decorations

Please take care of the apartment as well as the removal of those decorations. Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings. The following guidelines apply:

- Do not use nails and be mindful that adhesive strips of any kind can damage walls.
- No decorations can be hung on or from the ceiling.
- No decorations can be attached to any fire prevention device including sprinkler heads. *Doing so will result in student conduct referral
- No curtains or cloth wall coverings of any kind are permitted (ex. Tapestries, upholstered headboards, flags or banners)
- No more than 20% of a wall or door may be covered (per State Fire Code)
- Making permanent modifications to a space (i.e. painting walls, removing flooring) is not permitted

Drugs

No student or their guest may possess, distribute, or consume controlled substances or unprescribed drugs anywhere on the premises or be in the presence of others consuming drugs. Use or possession of cannabis, including medical cannabis used or possessed under New York State Compassionate Care Act, is strictly prohibited on college property. This includes:

- Any drug or smoking paraphernalia (pipes, bongs, hookahs, rolling papers, etc.) found in student rooms or in use on residence life property will be viewed as a violation of this policy.
- In addition, any student, under the influence of a controlled substance who brings attention to themselves by general disruption or publicly displaying that they are under the influence of drugs, is in violation of this policy.
- Misuse/abuse of a dangerous or harmful substance for the purpose of intoxication, except for prescribed therapeutic purposes, is cause for disciplinary action.
- Inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.

- Use of a prescription drug other than by the person to whom the drug is prescribed and in accordance with the prescription is prohibited. This includes sharing drugs.
- The Community Living and Student Support Office will work closely with law enforcement officials in all drug-related matters. Any drugs or paraphernalia found on any college property will be confiscated and destroyed by Campus Police. Possession of controlled substances, other than medication prescribed by a doctor, is grounds for dismissal from the apartments.

Failure to Evacuate

NYS Codes Law requires that all residents evacuate the building immediately upon activation of the fire alarm. Students must evacuate as soon as possible, regardless of the circumstances. This must be done in a timely manner, to ensure the safety of the individual student and first responders. Failure to evacuate the building is grounds for dismissal from student housing.

Guest Policy

- i. Guest: A guest is determined as any person (student (TC3 commuter), or non-student) present in the community, floor, bedroom, or apartment.
- ii. Host: A host is determined as a TC3 residential student who is being visited by another individual. All guests have a host; that host is determined as the person who accompanies them and who the guest HAS DETERMINED as their host. If a guest does not identify their host, and they are not registered to an individual, then the guest is considered trespassing.
- iii. Overnight Guest: An overnight guest is determined as a guest who is present past 12:00am.

Guest Compliance: All guests visiting are expected to follow federal, state, and local laws. In addition, guests must follow Tompkins Cortland Community College's Code of Student Conduct and Residence Life Handbook policies. Any and all violations will result in the guest being asked to leave. If a guest violates federal, state, and local laws, or refuses to comply with staff and/or request to leave, they will be considered trespassing, and Campus Police will be notified to respond.

- TC3 residential students (hosts) are responsible for complying with these procedures and ensuring that their guests comply with the rules and regulations set in place by Community Living and Student Support as well as all federal, state and local laws. Residents can be found in violation and held accountable for the behaviors of their guests through our Judicial system.

Prohibited: Guests **under** the age of 18 whether visiting or staying overnight are not allowed in the apartments under no circumstances.

Accompany: Guests **must** always be accompanied by their. Unaccompanied guests found may be asked to leave the apartments.

Health and Safety: Community Living professional staff have all authority to limit guests in a room, decline, or remove guests, if they believe the health and safety of students is being jeopardized, or policy violations are occurring.

Staff Check In: Overnight guests are required to register during business hours in the Community Living and Student Support office. This can occur during Mon-Fri in the main office or calling the RA duty phone during the weekend or after business hours.

- Visitation Requirements: Overnight guests are allowed to visit the apartments up to 48 hours in a 7-day timespan. Or 3 times within the semester. Guests are not allowed during the first two weeks and last two weeks of the semester.

Permission: Residents are required to get permission from their roommates before bringing guests into the apartment. If suitemates/roommates are uncomfortable with a certain guest, please contact your RA or RD as soon as possible.

TC3 Resident Specific: Guest policy signage does not apply to residential students who reside in the apartments. However, if a residential student is found to be staying in a room other than their assigned room for more than 48 hours within a seven-day period, and/or violating their agreed upon Apartment Community Agreement, both the guest and the host may be subject to the Residence Life judicial process and Community Standards.

Non-Academic Student Code of Conduct: <https://www.tompkinscortland.edu/student-rights-responsibilities/non-academic-code-conduct>

Harassment and Assault

Any action intended to annoy, threaten, alarm, or harm any other member of the residential community is considered a serious breach of the housing contract and will not be tolerated. Any student who harasses or threatens another student will be referred for disciplinary action and subject to eviction from the apartments. Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner, and seek help from staff members or college community members whenever necessary. Fighting in any area of the residential property is not tolerated.

To report an Incident: <https://www.tompkinscortland.edu/campus-police/report-incident>

Lock Outs and Keys

All residents are expected to carry their keys and Tompkins Cortland ID Card. If a resident is locked out, they may call or visit the Community Living and Student Support Office during regular business hours. After hours, residents can call the RA on Duty for assistance. If an RA is unavailable, Campus Police is able to assist with lock outs. Repeated lock outs from a single resident may raise flag and action may be taken judicially or monetarily. Residents who lose keys should report this to the Office immediately and will be charged with the cost of replacement.

Please note:

- Residents are responsible for the keys they are assigned at move in. Residents who lose their keys can receive a new set at charge of \$300.
- Students who get locked out and attempt to break into the apartment will be in violation and held financially responsible for any damage occurring.
- Students will only be let into their assigned apartments/rooms; attempts to gain access to someone else's apartment/room will be referred to the conduct system.
- Community Living and Student Support staff members do not have the authority to key someone into another person's room.
- Failure to report missing keys could result in sanctions and charges through our Judicial conduct system.

Noise and Quiet Hours

Students are expected to be considerate of others at all times and are expected to refrain from any activity that might cause a disturbance in the community (including, but not limited to, yelling out the window or down the hallway and playing loud music or television in the buildings). At no time is loud music permitted, either in the rooms or in vehicles on the premises. Students are not permitted to put music equipment in the windows. Drums or amplified instruments are not permitted in the apartments.

Quiet hours are established as follows:

- Sunday through Thursday: 10 pm to 8 am.
- Friday and Saturday: 1 a.m. to 10 a.m.
- During the week prior to and during final exams quiet hours are 24 hours each day.

Non-Compliance with a Reasonable Request

In the performance of their duties, the Resident Assistants, the professional staff of Community Living and Student Support, Campus Police, and other staff members may make reasonable requests of the residents in order to ensure the safety and security of the community at large. All residents and their guests are expected to comply with such

reasonable requests and will be found in violation of the housing license for failure to do so.

Non-Discrimination

The Community Living and Student Support Office will not discriminate on the basis of race, color, religion, gender, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran status, or sexual orientation. We are committed to providing an open environment, free from discrimination, harassment, and prejudice.

Parking

All students must register their car with the Community Living and Student Support Office upon arrival to campus. Only cars with proper registration can park in student-designated areas.

- Residents who drive recklessly, park illegally, and/or speed in the parking lots may be referred to student conduct and could face temporary or permanent removal of parking privileges
- Vehicles parked in areas designated as no parking, handicapped or staff parking may be ticketed and/or towed at the expense of the owner of the car.
- Students must comply with all reasonable requests to move cars to ensure proper snow removal.
- Students who have been found in violation of the residence life drug policy or have committed a serious offense are subject to having their vehicles searched under “probable cause” to ensure the safety of other students.
- Cars that are inoperable must be tended to or removed within 48 hours.
- College/FSA shall not be liable, directly or indirectly, for any loss or damage to vehicles.

Posting

Flyers, posters, or other advertisements may be posted on common area bulletin boards by Community Living and Student Support staff. Those wishing to post should bring one copy of the material to be posted to the Community Living and Student Support office for approval. Criteria for material approval:

- Materials are from a campus department or office
- Materials are for an approved campus event or student organization activity
- Materials are not in violation of Community Living and Student Support policy, campus policy, or law

Approved materials will be copied (one for each common area bulletin board) and posted for a maximum of 2 weeks. Materials that are time specific will be removed after the advertised event/program date.

RLCL staff may enter apartments to distribute informational flyers or event postings. An email will be sent out as notice.

Removal from Housing

Serious and/or repeat violations of the housing rules and policies can result in removal from the apartments. Students receiving an order to vacate as a result of a conduct hearing may have as few as 24 hours to leave their apartments. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have entire liability for their housing costs.

Students will also be banned from the apartments and the property grounds, with a threat of arrest for violators.

Smoke Head Specification (Smoke Detector)

Zero tolerance for tampering: Intentionally covering, disabling, or obstructing a smoke or fire detector is a direct threat to the safety of our community and will result in immediate removal from housing per the terms of the Housing License.

Financial Liability: Students found responsible will be held financially accountable for the full restitution of costs, including emergency response fees, system re-certification, and mandated fire watches.

Legal Consequences: Tampering may result in criminal charges for Reckless Endangerment or civil penalties issued by the State Fire Marshal.

Room Changes

All room changes must be approved by Community Living and Student Support. The Community Living and Student Support Office have the right to administer room changes at any time in order to settle disputes, consolidate rooms for new incoming students, and to uphold disciplinary sanctions issued through the conduct process.

- Any change made without prior consent from a residence life professional staff member will result in a minimum administrative charge of \$60 and will be referred through student conduct.
- In the case of an approved room change
 - A student must clean and return their bedroom to move-in condition for the next occupant. Students who do not do so will be charged a \$60 turnover cleaning fee.
 - Students who are late returning keys will be charged \$10 per day for up to a week. If the key is not returned at that time, the student will be charged a \$300 lock change fee.

Skateboarding, Skating, and Electric Bikes

Skateboarding and use of scooters, hoverboards, skates, electric bikes, etc. are prohibited in the apartments and on the premises of Community Living and Student Support. Hoverboards are prohibited on campus as well and will be confiscated. Any vehicle with a lithium battery may not be charged or stored in the apartments.

Sledding and Snow fights

Sledding and snowball/ice fights are not permitted on Community Living and Student Support property.

Solicitation, Sales, and Businesses

Solicitation in the apartments for non-college/residence life-related services or programs is not permitted. Solicitation cannot be posted to any apartment, building or College social media.

Students are not allowed to run a business from their apartment.

Tobacco

Tobacco smoking is not permitted anywhere inside the apartments or within 25 feet of the apartments. This policy includes the use of electronic smoking devices (commonly referred to as “e-cigs” or “vapes”) and use or possession of hookahs. Violations of the smoking policy by a student are subject to disciplinary sanctions.

Student Conduct System

Being a member of Tompkins Cortland Community College and its Community Living and Student Support program are privileges that carry responsibility for the well-being of all community members. It is understood that students voluntarily enter this educational and residential community with the highest regard for the establishment and maintenance of a campus environment characterized by interpersonal care and personal responsibility.

<https://www.tompkinscortland.edu/student-rights-responsibilities/student-rights-responsibilities>

Community Expectations and Standards

Residents are expected to adhere to community standards and are expected to know and follow the Community Living and Student Support Handbook, the housing license, and the College Catalog/Code of Conduct. The conduct process serves as an educational mechanism by which students are confronted with regard to harmful or insensitive behaviors, held appropriately accountable, and offered an opportunity to modify

behaviors. Students are expected to learn the importance of accepting personal responsibility for behavior that violates community standards through the conduct process. In some instances of misconduct, the Associate Vice President for Student Affairs, or their designee, following the procedures for adjudication, reserves the right to remove any resident from housing and/or from the College without reimbursement of housing charges or deposit. This extends to resident behaviors both on- and off-campus, as outlined in the Student Conduct Code. Procedures used to enforce standards should contribute to teaching appropriate individual and group behaviors and protecting the rights of individuals and the campus community from disruption and/or harm. Appeals of conduct decisions may be filed in the Office of Student Conduct and Community Standards within ten days of receiving the findings notification.

Categories of Misconduct

The following provisions define the misconduct for which students may be held accountable. Since residents also are full-time Tompkins Cortland students, the College will hold students responsible for all policies within the Handbook of Rights and Responsibilities. This can apply to behaviors on- and off- campus. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or minimize the responsibility of individuals charged through the conduct process. A student attending an off-campus College function is subject to the same standards of conduct expected on campus. Likewise, students are responsible for the behavior and actions of their guests at all times.

Misconduct Subject to Disciplinary Action

Level A Offenses will be assigned to an administrative hearing officer. Sanctions can include both punitive and educational outcomes.

- Disorderly conduct/disturbing the peace.
- Violation of quiet hours.
- Violation of visitation/guest policies.
- Appropriation of common or public furniture in apartments.
- Littering in a public area or on campus grounds.
- Unauthorized/unapproved room change.
- Engaging in indoor sports.
- Smoking in non-designated smoking areas outside of the apartments.
- Propping open of building doors.
- Skateboarding or skating in and around the apartments, sledding or throwing snow/ice.
- Parking violations.
- Engaging in sports activities in unauthorized areas.
- Health and Safety violations

- Failure to comply with any health related directives by the College or staff
- Possession of any pet other than an approved service/support animal

Level B Offenses will typically be handled by an administrative hearing officer for adjudication. Students engaging in any of the following acts may be subject to the maximum penalty of removal from the apartments. Multiple or severe level B offenses could be referred to a conduct hearing board for a maximum penalty of suspension or expulsion.

- Repeated violations of any Level “A” offenses.
- Violation of the terms of any disciplinary sanction imposed in accordance with this code or failure to complete disciplinary sanctions.
- Failure to comply with the directions of Community Living and Student Support or College personnel acting in the performance of their duties in the apartments and/or harassment of Community Living and Student Support personnel.
- Smoking inside of the apartments; this includes e-cigarettes, hookah, vaping, etc.
- Use or possession of fireworks.
- Indecent conduct including, but not limited to, streaking, profanity, lewd or obscene expressions, racial or ethnic slurs, disrespectful behavior or statements toward college personnel or students.
- Verbal harassment defined as abusive or threatening language or behavior that intentionally or recklessly abuses, ridicules, or puts down a person and adversely affects his or her living, working or learning environment.
- Unauthorized entry, presence in, or use of building premises, facilities or property.
- Reckless causing of physical harm to any person (including oneself), or intentional or reckless causing of reasonable apprehension of such harm.
- Intentional or reckless misuse or damage of fire safety equipment.
- Stigmatizing or disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age, or people with disabilities.
- Any comment designed to incite violence.
- Theft or possession of stolen property.
- Destruction or defacing of property.
- Intentional or reckless interference with the freedom of expression of others.
- Dishonesty, such as the known falsification of official records or the giving of false information.
- Forgery, unauthorized alteration, or unauthorized use of any document or instrument of identification.
- Misuse or abuse of the telephone, computer system, TV security system, or elevator.
- Tampering with campus mail.
- Refusing to show or surrender a College ID card upon request by residence life staff or employees acting in the performance of their duties.
- Possession, consumption, or distribution of any alcoholic beverages or possession of empty alcoholic beverage containers anywhere on the property. Public intoxication. In the presence of others possessing or consuming alcohol.

- Disruption of teaching, research, or other activities taking place within the apartments.

Level C Offenses typically will be handled by the Associate Vice President for Student Affairs for review and sanctions. They may be referred to a student conduct board based on severity. Students engaging in any of the following acts will be subject to the maximum penalty of removal from the apartments and/or suspension or expulsion from the college and will be subject to arrest and prosecution:

- Possession, manufacture, distribution, or use of any unprescribed drug and/or drug paraphernalia, including being under the effects of any unprescribed drug within the apartments. In the presence of others possessing or using drugs.
- Physical harassment. Any action or situation producing physical discomfort of an individual or group, or placing the individual or group in danger of physical injury including, but not limited to, punching, kicking, scratching, biting, pushing, slapping, etc., or the threat thereof. Students are expected to handle conflict appropriately. In the event of physical threat, students should pursue every means possible to avoid physical retaliation.
- Use, possession, manufacture, or storage of any weapon.
- Engaging in acts or deeds violating existing federal, state, county, or local laws or ordinances.
- Repeated violation of campus alcohol policy; sponsoring a keg party, serving or selling alcoholic beverages to others on premises; promoting harmful drinking behaviors.
- Intentional or reckless initiation of any false report, (including the activation of fire alarms for non-emergency, non-administrative reasons), warning or threat of fire, explosion, or emergency.
- Cooking or heating chemicals, such as laundry detergent or other cleaning supplies.

Violation or actions not covered in the lists of Level A, B, or C offenses will be sent to the Associate Vice President for Student Affairs for determination of severity and the appropriate category of the offense to proceed with a correct course for adjudication.

Removable Offenses

Residents involved in the following activities should expect to be removed and banned from the apartments as part of their student conduct consequences. Students who pose an immediate and ongoing threat to the community may be Summarily Removed from the apartments. See the Tompkins Cortland Code of Conduct for more information on this process.

- Any form of physical assault or harassment.
- Possession of large quantities or distribution of any unprescribed drug.
- Possession of a weapon.
- Multiple alcohol or drug offenses, or singular drug or alcohol offenses with extenuating circumstances.

- Breaking and entering another student's apartment or bedroom.
- False reporting of an emergency.
- Covering a smoke detector or interfering with other fire safety devices.

Hearing Procedures

Community Living and Student Support policy violations are handled through the same process as Student Conduct hearings. Please refer to the Handbook of Student Rights and Responsibilities for the hearing process. Students should know that disciplinary records are maintained in the Office of Student Conduct and Community Standards and are managed according to federal legislation guidelines of the Family Educational Rights and Privacy Act [FERPA].

In minor disciplinary cases, the guidelines listed above will be implemented with a minimum of formality. But in all cases, it is essential that steps to promote fairness should govern procedures, providing the accused with an opportunity for defense against the charge of misconduct.

Beaus Law

Parents of underage (21) resident students will be notified of all drug and/or alcohol violations. Parents of all resident students will be notified of any violation resulting in removal from housing or suspension from the college. In accordance with Beau's Law ([see college policy](#)).