

### **Residence Life Policies, Procedures and Regulations**

A community is a place where people live together on the basis of respect and responsibility for one another; this is the basic supposition underlying the teaching and student life experience at William Paterson University. This experience offers the opportunity to expand academically and socially, to develop personal values, and to partake of the common bond between people with similar pursuits while retaining one's own privacy and individuality. This University community can be maintained only through a conscious effort at community building on the part of each individual member.

Clear and concise regulations are formulated so that the community's existence and the personal rights and safety of the members are ensured. In its regulations, William Paterson University places great emphasis on personal responsibility, both to oneself and to others, as well as a commitment to high ethical standards. Students at the University are expected to respect all persons and property in the community. They are expected to be honest in all their dealings and to accept responsibility for their actions. It is essential that all members of the University understand this commitment to values and know and abide by the following regulations and the established procedures for the fair adjudication of violations.

All students living in University residence halls receive a copy of the residence halls facilities contract (*your housing contract*) and are expected to become familiar with the terms and conditions prior to occupancy in the residence halls. All resident students are subject to the terms and conditions of the residence halls facilities contract. Failure to abide by these terms may result in judicial or administrative action.

In the Overlook complex, rooms are designed for single or double occupancy only, except for temporary triples designated by the Department of Residence Life. In the apartment's complex, occupancy is designed for four students in each two-bedroom apartment. In Century and Hillside Halls, rooms are designated for single or double occupancy with a few triples. Rooms in White Hall and Matelson Hall are designed for single and double occupancy. Rooms in High Mountain East and West are designated for double occupancy only. To ensure the privacy, safety, and security of all residents, occupancy beyond the number of residents designated/assigned by the Department of Residence Life is strictly prohibited and subject to disciplinary action. Occupancy in the residence halls of William Paterson University is open to all full-time, undergraduate William Paterson University students, regardless of race, creed, sex, religion and sexual orientation. All resident students are subject to policies and procedures established by the Department of Residence Life.

### **Alcohol policy**

In New Jersey, it is unlawful for any person who is under the legal drinking age to purchase alcoholic beverages or to misrepresent his/her age for the purpose of purchasing or consuming alcoholic beverages. It is also unlawful for any person regardless of age to purchase alcoholic beverages for another person who is under the legal drinking age, or for any person who has not reached the legal drinking age to consume alcoholic beverages, even in the privacy of his/her own home. The consumption of alcoholic beverages on the William Paterson University campus by those who are of legal drinking age is a privilege that is reserved for those who choose to consume alcoholic beverages in a responsible way. Thus, the consumption of alcoholic beverages on the William Paterson campus shall be conducted in accord with guidelines established by the Office of the Vice President of Student Development. The consumption of any alcoholic beverages that does not comply with the Alcohol and Drug Policy is strictly prohibited and shall be considered a violation of acceptable campus decorum that is to be treated accordingly by appropriate campus officials.

Alcoholic beverages and alcohol containers of any type (empty or full) are prohibited in the Overlook complex, White Hall, Century Hall, Hillside Hall, and High Mountain East and West at all times. Empty bottle collections, decorations, and displays are prohibited in all residence halls and apartments. Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to and including eviction from the residence halls and/or expulsion from the University. Alcoholic beverages for private consumption

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by those residents and their guest who are over 21 are allowed only in the Apartments and Matelson Hall. Individuals in possession of alcohol upon entering the Apartments complex and Matelson Hall must verify their age with proper identification at the security desk. Residents who are found serving minors are subject to disciplinary action. Alcoholic beverages are restricted to private apartments/rooms with the door closed and are not allowed in public areas of the Apartments/Matelson Hall (lounges, hallways, etc.). Any students under 21 who are found in possession or in the presence of alcohol are subject to disciplinary action. Games including alcohol, such as “beer pong”, are prohibited in the residence halls and apartments. Disorderly conduct resulting from the misuse of alcohol is unacceptable and is considered a serious violation of the student judicial code. Kegs and beer balls empty or full, are restricted from the residence halls and apartments. Residents found in possession of the above are subject to dismissal from the residence halls.

### **Drug policy**

The use, possession, sale, or purchase of any type of narcotic or drug is prohibited by law, unless prescribed by a physician. Providing, possession, and use of drugs, controlled dangerous substances, or drug paraphernalia could result in eviction from the residence halls and/or expulsion from the University. Students who participate in or are otherwise present during activities that violate this policy are subject to discipline by the residence halls and the University up to and including eviction from the residence halls and/or expulsion from the University.

### **Guest Policy**

#### **Resident Student Visitation Policy**

As a member of the William Paterson University residential community, it is an expectation that residents take responsibility for their actions and be held accountable when violating University policy. The visitation policy has been established to give resident students the freedom to visit residential areas in which they do not reside; therefore, with this privilege come the following expectations as a William Paterson University residential student:

1. Residents are held accountable for their actions and behaviors that occur in their rooms and/or apartments.
2. When visiting a residence hall in which you do not reside, if you are found to be in violation of University policy, then you will be asked to leave and are subject to student disciplinary action and/or action from Campus, Local, State, or Federal Agencies.

#### **Overlook Complex/Hillside/White/Century/High Mountain West/High Mountain East/Matelson**

Students who reside in the above residence halls can visit any traditional residential building 24 hours a day, seven days a week. Resident students are to present a valid William Paterson identification card to the security desk to gain access to the building.

When visiting the apartment complex, Pioneer and Heritage Halls, resident students can present a valid William Paterson identification card between the hours of 8:00 a.m. and 8:00 p.m., seven days a week, to gain access to the building.

From 8:00 p.m. until 8:00 a.m., resident students who do not reside in the apartment complex must be signed in by a resident of the building which they are visiting. When signing in, both resident students must present a valid William Paterson identification card. The resident student being signed in must leave his/her identification card at the security desk, and should be signed out by the host at the end of the visit.

#### **Apartment Complex (Pioneer and Heritage)**

Students who reside in the apartment complex can visit any traditional residential building or apartment complex building, 24 hours a day, seven days a week. Resident students are to present a valid William Paterson identification card to the security desk to gain access to the building.

### **Guest Visitation Policy**

*For the purposes of the Student Handbook and guest and visitation policy, be advised that the term “guest” refers to any William Paterson University nonresident student, faculty, staff, or anyone not affiliated with the William Paterson University residential community.*

The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain guests in the room/apartment. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail.

All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times, and are subject to disciplinary action if their guests violate University regulations. Any guests in violation of William Paterson policies and procedures will be immediately removed from campus. Their privileges to visit the campus in the future will be reviewed, and they are subject to criminal prosecution.

#### **Day Guest Visitation Policy**

1. Resident students may have not more than three guests at one time, the total number of guests is determined by the number of residents assigned to a room or apartment.
2. Resident students are allowed to sign in guests 8:00 a.m. through 2:00 a.m., 7 days a week.
3. Resident students are expected to meet guests at the security desk of their hall. Resident students must present their William Paterson ID card to sign in any guests. All guests must be signed in and leave a valid picture ID card. Acceptable forms of ID are as follows:
  - State Issued Picture Driver's License
  - State Issued Picture Identification Card
  - Military Issued Picture Identification Card
  - Valid University/College Issued Picture Identification Card
4. Resident students are encouraged to make arrangements with their guests before their arrival to campus to ensure a smooth process. Residents are responsible for their guests at all times, and must accompany their guests while they are visiting our residence halls.
5. Should a resident not sign out his/her guest by 2:00 a.m., the ID of the guest will be confiscated. Once an ID is confiscated, it is not available for retrieval from the hall office until the following business day. Confiscated ID's will be released only to the person to whom the ID card belongs.

#### **Overnight Guest Visitation Policy**

All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times, and are subject to disciplinary action if their guests violate University regulations. Any guest in violation of William Paterson policies and procedures will be immediately removed from campus. Their privileges to visit the campus in the future will be reviewed, and they are subject to criminal prosecution.

Children under the age of sixteen are permitted overnight in the residence halls ONLY on Friday and Saturday nights. A guest pass must be obtained from your hall office in accordance with the guidelines as specified in the guest and visitation procedures and policy. Babysitting in student rooms, apartments, floor lounges, or public areas is not permitted.

The University reserves the right to deny guest visitation privileges on a temporary or permanent basis. Students found in violation in the residence halls will be subject to have their guest pass revoked for the night, and all guests will be asked to leave campus. Students found responsible for forging signatures on guest forms face disciplinary action and possible loss of visitation privileges.

#### **Overlook Complex/Hillside/White/Century/High Mountain West/High Mountain East**

1. Resident students may have no more than one overnight guest per night. The total number of overnight guests on one night is defined by the number of residents in a given room. Overnight guests are permitted only with an approved overnight guest pass. Any guest who remains after 2:00 a.m. without an approved overnight pass will be considered an illegal guest, and will have his/her ID card confiscated. Acceptable forms of ID are as follows:
  - State Issued Driver's License
  - State Issue Picture Identification Card
  - Military Issued Picture Identification Card
  - Valid University/College Issued Picture Identification Card

2. Resident students may have up to 3 overnight guests per week, on the nights of their choosing. A week is defined as Sunday thru Saturday. A guest may not be an overnight guest for more than three consecutive nights on campus.
3. Resident students must complete an overnight guest application in order for a guest to stay overnight. These applications must be completed and returned to the hall office no later than 9:00 p.m. for approval. Overnight guest applications are available online from the Residence Life webpage and also through the hall office. Please refer to the overnight guest application for more information.
4. Roommate and suitemate consent must be obtained in order for an overnight guest application to be approved. Resident students will have the option of completing a waiver form to be kept on file in the hall office. Waiver forms are valid only for one semester.

#### **Apartment Complex/Matelson**

1. Resident students may have no more than one overnight guest per night. The total number of overnight guests on one night is defined by the number of residents in a given apartment or room. Overnight guests are permitted only with an approved overnight guest pass. Any guest who remains after 2:00 a.m. without an approved overnight pass will be considered an illegal guest and will have his/her ID card confiscated.
2. Resident students may have up to 5 overnight guests per week, on the nights of their choosing. A week is defined as Sunday thru Saturday. A guest may not be an overnight guest for more than three consecutive nights on campus.
3. Resident students must complete an overnight guest application in order for a guest to stay overnight. These applications must be completed and returned to the hall office no later than 9:00 p.m. for approval. Overnight guest applications are available online from the Residence Life webpage and also through the hall office. Please refer to the overnight guest application for more information.
4. Roommate and suitemate consent must be obtained in order for an overnight guest application to be approved. Resident students will have the option of completing a waiver form to be kept on file in the hall office. Waiver forms are only valid for one semester.

#### **Noise and Quiet Hours Policy**

Quiet hours have been established to ensure students' rights to study and sleep. These hours are 10:00pm – 10:00am Sunday through Thursday, and 1:00am – 10:00am on Fridays and Saturdays. During final exams 24-hour quiet hours are in effect. Violators of quiet hours during this time period may be dismissed from the residence halls. Excessive noise at any time is prohibited. Reasonable quiet must prevail in the residence halls at all times. Amplification of music outside of the student's room including noise from stereo speakers directed out of windows and the use of amplifiers is prohibited.

#### **Disruption**

The University recognizes the basic civil liberties of all members of the campus community. To ensure the protection of the rights of all members, however, no individual(s) or group(s) of individuals will, in the course of exercising these rights, disrupt or obstruct the following official functions of the University: teaching, research, administration of the University, or any other activity or proceeding on campus that is generally accepted as a legitimate college function.

#### **Tampering with fire equipment**

Tampering with any fire equipment, including smoke and heat detectors, sprinkler systems, exit doors, fire extinguishers, and hoses, or yelling "fire" when no threat exists, is subject to immediate eviction from the residence halls.

#### **Physical abuse**

Physical abuse or the threat of physical abuse of any person by a student at any time on or off campus or at William Paterson sponsored functions will not be tolerated. The harassment of staff, verbal or physical, will not be tolerated, nor will lewd, obscene, or indecent conduct. Any willful, intentional, and persistent act designed to annoy or cause an individual undue emotional stress is not acceptable nor tolerated, and is subject to disciplinary action.

#### **Theft and damage**

Theft from, or damage to, personal property or University property or premises will not be tolerated. Violators are subject to restitution, disciplinary action, and legal consequences. Students should report theft of any kind to University Police as soon as possible.

### **Endangering the safety of others**

Any act, willful or negligent, that could compromise the safety of others is a serious offense and is subject to disciplinary action.

### **Sign policy**

The University reserves the right to remove any sign/posting on public display (including residence hall windows) that is considered against the mission of the University. Examples include, but are not limited to, those considered sexually, racially, or ethnically offensive. Posting must be authorized through the Residence Life Central Office in the lower level of White Hall

### **Compliance with rules and regulations of other institutions**

William Paterson University students are expected to abide by the rules and regulations of other institutions when visiting them or participating in any activities on those campuses. Violations of published regulations on other campuses or violation of local laws and statutes while on other campuses will fall under the jurisdiction of the William Paterson adjudication system.

### **Local laws and statutes**

The University and its members are also subject to all New Jersey state and federal laws and statutes. Alleged violation of these laws is subject to internal University investigation, review, and action, in addition to any action by the proper civil authorities.

### **Dangerous objects**

The possession of any dangerous object or weapon, such as, but not limited to, firearms, ammunition, paint ball guns, fireworks and other explosives, hunting knives, swords or sabers, box cutters or razor blades, pellet or BB guns is subject to judicial action. In addition, any action resulting in objects being thrown from windows, doorways, or roofs is extremely dangerous and is also liable to judicial action.

### **Prohibited Items**

The following items are **prohibited** in student rooms/apartments or any area of the residence halls and are subject to disciplinary action up to and including eviction from the residence halls:

- Waterbeds
- animals and pets (including fish)
- live Christmas trees
- halogen lights, neon signs, string lights, non-surge protector extension cords
- explosives, firecrackers
- bikes
- electrical appliances except refrigerators (no larger than 3 cubic feet) and microwaves (no larger than 1000 watts) Small appliances are permitted in kitchen areas of Heritage and Pioneer.
- oil lamps, kerosene lamps and other highly flammable substances (such as gas-containing devices)
- motor vehicles of any kind, including, but not limited to, mopeds, motorcycles, motor bikes
- possession of or burning candles and incense
- firearms and weapons of any kind
- the construction of lofts/room dividers, etc., is prohibited in all residence hall rooms
- amplification of musical instruments and/or the playing of musical instruments
- the alteration of student rooms, such as painting, built in bookcases, etc.

Students will be liable for all damages resulting from violations of these restrictions and prohibitions and may be subject to confiscation of such items and/or administrative or disciplinary action.

### **Restricted areas**

For their own safety and the safety of others, students are not permitted on the roofs of any University building, in electrical and mechanical rooms, or any other premises of the campus where access is prohibited.

### **Pets**

Pets of any kind, including fish, are not permitted in residence halls, public buildings, classrooms or eating areas, or to roam about the campus unleashed and unattended by the owner.

### **Screens**

Screens are not to be removed from windows. Students removing screens will be fined \$50 and subject to disciplinary action. There will be a fee for the replacement of any screen that is damaged during the academic year.

### **Windows/emergency exits**

Entering or exiting a residence hall facility via a window or emergency exit, when no emergency exists, will be subject to a fine and/or disciplinary action.

### **Bikes and Skateboards**

Riding bikes, skateboards, roller skates and the like in the residence halls or in the High Mountain amphitheater is prohibited.

### **Hall Sports**

Throwing of footballs, etc., in halls, stairwells, or lounge areas is prohibited.

For further information on Residence Hall policies and procedures, please consult the Residence Life Handbook.

### **Services for Students with Disabilities**

Wayne Hall 134, 973-720-2853

**Jacqueline Safont, JD**, Director, Office of Disability Services, [disability@wpunj.edu](mailto:disability@wpunj.edu)  
[www.wpunj.edu/student-services/disability](http://www.wpunj.edu/student-services/disability)

The mission of the Office of Disability Services (ODS) is to assist students with documented disabilities by ensuring that reasonable accommodations and services are provided that guarantee equal access to all programs, activities and related benefits of the University's educational programs.

The Office of Disability Services works in collaboration with students to determine appropriate reasonable accommodations based upon the individualized needs of the student. ODS acts as a resource and works in cooperation with faculty and other University departments charged with the responsibility of providing access to students with disabilities. Disability Services strives to support and guide students in their efforts to attain academic achievement by promoting and fostering independence and self-advocacy.

Disability Services is committed to providing access for all students with disabilities to educational programs, activities and related benefits of the educational programs, in accordance with the ADA, Section 504, and applicable state law.

It is the responsibility of the student to identify him/herself and request assistance from Disability Services.

Complete guidelines for the type of documentation required are available upon request. Eligibility must be established before services can be provided. To register for services, students must set up an initial/intake appointment, and fill out the Intake form and return it with documentation to review for appropriate reasonable accommodations.

ODS works with each student on a case-by case basis to determine appropriate and reasonable accommodations based on the documentation and individualized needs of the student.