Dear Student:

Welcome to Cornell University’s Summer College Program for High School Students! We would like to take this opportunity to wish you the best of luck. We hope that your stay with us is rewarding and fulfilling!

The 2016 Cornell University Summer College Program for High School Students House Rules (the “House Rules”) exist to assist you in having a positive experience at Cornell University while you are a Summer College student. All Summer College students are expected to comply with the House Rules, the Cornell University Summer College 2016 Academic Code of Conduct, the Cornell University Campus Code of Conduct, and all local, state, and federal laws. All Summer College students also are responsible for complying with all other Cornell University rules, regulations, policies, and procedures contained in official Cornell University publications and announcements that may be issued from time to time.

Cornell University reserves the right to change policies and regulations whenever such action is deemed appropriate or necessary. Questions, comments, clarifications, and suggestions should be forwarded to the Summer College Residential Program Director. General information may also be obtained from your Residential Community Advisor (RCA), your Head Resident (HR), or any Program Assistant (PA).

If anything in this document is unclear to you, please talk to your Residential Community Advisor or another staff member.

Sincerely,

Blayne Stone, Residential Program Director for Summer College
Peggy Arcadi, Residential Program Director for Summer College
Brandee Nicholson, Assistant Director for all Summer Residential Programs
I. PREFACE

A. The “House Rules” are applicable to all Summer College residential and commuter students enrolled in or accepted for an academic program for the duration of the student’s stay at Cornell University.

B. Cornell University has established these regulations for standards of conduct to protect its educational purpose, to provide for the orderly conduct of its activities, and to safeguard the interests of the Cornell University community.

C. The regulations contained in the House Rules apply to student conduct at Cornell University, at any event sponsored by Cornell University, and at any other location, on or off campus, during the duration of the student’s stay at Cornell University.

D. Students who violate these or other duly established regulations become subject to disciplinary action and the procedures described herein.

E. Students may be accountable to both civil authorities and to Cornell University for acts that constitute violations of law and of the House Rules. Disciplinary action at Cornell University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of the law, Cornell University will neither request nor agree to special consideration for the student solely because of his or her status as a student.

F. These regulations at Cornell University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

G. The provisions of the House Rules are not to be regarded as a contract between the student and Cornell University. Cornell University reserves the right to amend any provision herein at any time. Cornell University will publish such amendments in relevant campus publications.

H. Any behavior that may have been influenced by a student’s mental state (irrespective of the ultimate evaluation) or by the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

I. Cornell University Summer College reserves the right to discontinue the enrollment of any student whose continuance would be, in the sole judgement of the Summer College Director or the Assistant Director of Residential Programs (or both), detrimental to him or herself, others, or to the Summer College living learning environment. Discontinuance from enrollment in these cases are not considered a disciplinary action.

II. SUMMER COLLEGE DISCIPLINARY PROCESS

A. Notice of Charge
At the request of any student, faculty, or staff member, or independently, Summer College Residential staff may file appropriate charges against an accused student(s). Upon the filing of charges, the charged student(s) will receive a Notice of Charge and will be expected to attend a judicial meeting within 1-2 business days for minor violations. In the case of violations that may result in dismissal the student can
expect to talk with a staff member within an hour of the filing of charges. That staff member will set up a judicial meeting to occur either the same day or the next day, depending on the timing of the violation.

B. Judicial Meeting
At the judicial meeting the nature of and the responsibility for an alleged offense is discussed. The student will also be advised of his or her options for resolving the matter. Failure to respond to the Notice of Charge will be considered Failure to Comply, which results in an additional judicial charge (see page 4).

1. Minor Violations
For violations, that the Summer College Residential Staff, in their discretion, considers minor, the following outcomes may occur: (a) a sanction may be imposed following the judicial meeting, or (b) the charge(s) could be dropped. There is no appeal for minor violations. Minor violation sanctions may include, but are not limited to, verbal warnings, formal warning, loss of privileges, and/or work required. Minor violation judicial meetings are held by the student’s Head Resident or designee. There is no appeal of the Head Resident or designee’s decision.

2. Repeated Violations and/or More Serious Violations
For repeated violations and/or infractions that Summer College Residential Staff, in their discretion, consider more serious, the following outcomes may occur: (a) a sanction may be imposed following the judicial meeting, or (b) the charge(s) could be dropped, Sanctions for repeated violations and more serious violations may include, but are not limited to loss of privileges, work required, probation, and/or dismissal and restriction. Judicial meetings for repeated violations and/or more serious infractions will be held by the Residential Program Director. Students may appeal the Residential Program Director’s decision only where the Residential Program Director has imposed a sanction of probation or dismissal. Such appeals may be made following the appeal guidelines stated below.

3. Parental Notification
It is the discretion of Summer College Residential Staff when and if to notify parents or guardians prior to, or of the results of, a judicial hearing consistent with the University’s Student Privacy Record Statement. Generally, parents will be notified prior to the judicial meeting when an incident has occurred that could result in dismissal and after the dismissal decision has been made.

C. Sanctions

1. Dismissal and Restriction
“Dismissal and restriction” is a separation of the student from the Summer College program. Students can be dismissed from Summer College for serious infractions, for repeated violations, or if they have clearly demonstrated, in the opinion of Summer College Residential staff, that they are not acting responsibly toward themselves or others (whether or not their actions are covered by specific rules). Students may also be dismissed for violations of the Cornell University Campus Code of Conduct or stated federal law.

Immediate dismissal could result from the use/presence of alcohol or drugs; theft; possession of a fake ID; violent, threatening or harassing behavior of any kind; swimming in the gorges, a violation of community standards, or any other serious violation. Dismissal can also result from a series of incidents that have been documented through the progressive discipline process that indicate that the behavior of the student has not changed or improved.

Students dismissed from the Summer College program also are barred from returning to North Campus for the duration of the Summer College program. The student is required to
leave campus within twenty-four hours parental notification. Students who are dismissed from Summer College will be withdrawn from their courses and will not be entitled to a refund.

In cases warranting dismissal sanctions may not necessarily follow the sequence indicated above.

2. **Probation**
Probation is a final notice given to the student where any further violations of policies may result in the student’s dismissal and restriction. The student’s parent or legal guardian is notified if the student is placed on probation, consistent with the University’s Student Privacy Record Statement.

3. **Formal Warning**
A formal warning is an official notice to a student that his/her behavior is unacceptable. The student is advised that any further violations of policies may result in more severe disciplinary action.

4. **Verbal Warning**
A verbal warning is a documented conversation with a student to notify the student that his/her behavior is unacceptable. The student is advised that any further violations of policies may result in more severe disciplinary action.

5. **Other Sanctions**
Other sanctions may be imposed instead of or in addition to those specified above, such as restrictions upon privileges, educational service projects, restitution, or other appropriate sanctions.

Charges may also be brought by law enforcement agencies such as the Cornell University Police Department or the Ithaca Police Department in cases involving violations of the Campus Code of Conduct or local, state, or federal laws.

D. **Appeals**

An appeal of probation or dismissal may be made, in writing, by the student to the Assistant Director for Residential Programs or their designee within 4-hours of the decision. Appeals must include new information about the incident that may change the outcome of the dismissal decision. If there is no new information an appeal meeting will not be granted. If an appeal meeting is granted the Assistant Director or their designee will arrange a meeting with the student, either that day if the appeal meeting is granted during an active business day or the next business day if the appeal is received after hours, to discuss the new information. Deadlines to leave campus will be adjusted accordingly. Students should expect to miss class as needed to participate in the appeals process. If appeals are granted other sanctions may be applied such as warnings, probation, or educational sanctions depending on the final nature of the case.

Students who are appealing a decision of dismissal and restriction should be prepared to leave Summer College within twenty-four hours if the appeal is denied.

### III. SUMMER COLLEGE SPECIFIC RULES

All listed rules in this section are in addition to the general House Rules found at the end of this document. General House rules apply to all students that live in Cornell University residence halls during the summer and academic year. Students should make themselves knowledgeable about all rules. In
addition all members of the Cornell community are subject to the Cornell University Campus Code of Conduct. The link to the Campus Code is found at the end of this document.

Alcohol and Other Drugs

- **Providing Alcohol and Other Drugs to Other Students**
  Providing alcohol and illegal drugs to other Summer College students or any other student is prohibited. “Illegal drugs” includes legal prescription drugs that were prescribed to someone other than the individual in possession of/using them.

- **Intoxication**
  Intoxication, defined as being under the influence of alcohol or any illegal drug, is prohibited. Some students may be reluctant to seek medical help for an individual experiencing intoxication or a serious injury after consuming alcohol or illegal drugs. *However, in such a situation it is imperative that the individuals present call for medical assistance, since these emergencies are potentially life threatening.*

- **Possession of Empty Alcohol Containers/ Paraphernalia**
  Possession of empty alcohol containers (i.e. liquor bottles, wine bottles, beer cans, beer boxes, shot glasses etc.) is prohibited and may be viewed as evidence of possession and/or consumption of alcohol. In addition, students are not allowed to use alcohol containers, whether full or empty, as decorations or containers within their residence hall room.

- **On the Premises where Liquor is Sold or Served**
  Being on the premises where liquor or alcohol is primarily sold or served is prohibited. The only exception to this rule is in restaurants where the primary reason for a student to visit is to eat. Students are prohibited from sitting or standing near the bar area of any restaurant. Any alcohol on the table may be viewed as evidence of possession and/or consumption. Students should not allow themselves to be seated at a table that has not been cleared of alcoholic beverages, bottles, or glasses.

- **On the Premises where Other Drugs are Sold or Used**
  Being on the premises where illegal drugs are sold or used is prohibited.

Computer System-

- **Copyright Law**
  Infringement of copyright law through the use of the Cornell University computer and Internet systems is prohibited. (Code of Conduct violation)

- **Electronic Mail**
  Use of an electronic mail system to send fraudulent, annoying, or obscene messages is prohibited. (Code of Conduct violation)

- **Normal Functioning**
  Students are prohibited from interfering with the normal functioning of the Cornell University computer and Internet systems. (Code of Conduct violation)

- **NET-Identification**
  All Summer College students are required to activate their NetID. Students are responsible for all information sent to and from their Cornell e-mail address.
• **Use of Cornell Network**
  As a Summer College student, your access to the internet is provided through the Cornell Network, regardless of whether you are using a university-owned computer or your personal computer. As a result, inappropriate conduct on the university network (which would include concerning postings on media sources such as Facebook, Yik Yak, etc) may be subject to disciplinary action.

**P. Identification**

1. **Carrying Identification**
   Students are required to carry their Cornell ID with them at all times. The only exception to this rule is if a student has signed out Summer College equipment. A lost or stolen Cornell ID card must be reported immediately to the Summer College Office, B20 Day Hall. Replacement cost may be up to $40. (Code of Conduct violation)

2. **Identifying One’s Self**
   Refusal to identify one’s self to any properly identified (by name and position) member of Cornell University staff, acting in performance of his or her duties, when appropriately requested to do so, is in violation of House Rules and the Campus Code of Conduct. (Code of Conduct violation)

3. **Fake ID**
   The purchase, possession, or use of any altered or fake identification is prohibited. The purchase, possession, or use of any altered or fake identification will be reported to Cornell University Police. Cornell University has special concern with students using any altered or fake identification for the purpose of purchasing alcohol. Such incidents may result in the student’s immediate dismissal from the program. (Code of Conduct violation)

**Gorges**

Swimming or climbing in gorges is prohibited. Being on the rocks in the gorges is also prohibited. Students must stay on designated paths at all times. **Beebe Lake is considered a gorge.** (Code of Conduct violation)

**Fraternities and Sororities**

Entering fraternity and sorority houses is prohibited. It is prohibited to be on the grounds of fraternity and sorority houses, including their front or back yards. Attending an event sponsored by fraternities or sororities also is prohibited.

**Unauthorized Entry or Use**

Unauthorized entry into, unauthorized use of, or misuse of personal or campus property is prohibited. (Code of Conduct violation)

**Failure to Comply**

Students are expected to comply with and respond appropriately to the reasonable and lawful requests of university officials, including student staff members, in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing, adjudication, or hall meeting may also be considered failure to comply with an official request. (Code of Conduct violation)

**FOR RESIDENTIAL STUDENTS ONLY.** If you are a commuter student, please skip to Section V.
Bathroom Policy
Students and their guests must use the bathroom facilities designated for their gender identity. Gender inclusive and single use bathrooms may be provided in residence halls and other areas of campus. If a student requires assistance or accommodation in this area they should contact the residential staff.

Automobiles and Other Motor Vehicles

1. **Bringing a Motor Vehicle**
   Summer College students may not bring motor vehicles to Cornell or Ithaca.

2. **Operation of Any Motor Vehicle**
   The operation of any motor vehicle during Summer College is prohibited.

3. **Riding in a Motor Vehicle**
   Riding in a motor vehicle, other than a Cornell University emergency van, a licensed taxicab, or other public transportation vehicle, is prohibited. The only exception to this rule is with prior authorization. To obtain prior authorization, a student must present a written permission form from a parent or guardian allowing that student to ride in a private motor vehicle. Permission forms can be obtained on the Summer College website. Please follow all posted deadlines for permission forms.

Guests

1. **Opposite Sex Guests in a Room/on a Floor**
   Students may not have guests of the opposite sex (other Summer College students or individuals not affiliated with the Summer College program) on their floor or in their room before 10:00am each day.

2. **Guests in a Room**
   Until nightly check-in, residents are permitted to host two guests in a room per occupant (i.e., if the room is a double, four guests are permitted at any given time). If there is any rule violation while guests are visiting, including quiet hours, the guests will be required to leave the room.

3. **Overnight Guests – Weekdays**
   Students are not permitted to have overnight guests on the night before a weekday (i.e., Sunday through Thursday). This includes outside guests and/or other Summer College students. All guests must leave at the time of nightly check-in.

4. **Overnight Guests – Weekends**
   Students may on occasion request to entertain an overnight guest of the same gender on weekends (Friday and Saturday nights only). Guests may only be other Summer College participants. To entertain an overnight guest on these nights, students must obtain the express consent of their roommate(s) and complete the overnight guest form, available in the Summer College Residential Administrative Office during regular business hours. Forms must be completed and submitted to the Administrative Office a minimum of 48 hours in advance of the visit (no later than 5:00pm on Wednesday for a Friday night guest and 5:00pm on Thursday for a Saturday night guest; only one form is due for someone staying both Friday and Saturday nights which will be due at 5:00pm on Wednesday). Guests also must participate in the nightly check-in with their Summer College host. Failure to follow these procedures is a violation of the House Rules.
Each Summer College student may entertain no more than one overnight guest at a time.

5. **Guest in Violation of Summer College Policies**
Hosts are responsible for their guest(s). Hosts may be held responsible for any guest who violates regulations as noted in the House Rules, Code of Conduct, other Cornell University Policies, or local, state, and federal laws. Hosts may also be held financially responsible for any damages caused by their guest(s) if the guest is commuter Summer College student.

6. **Signing In/Escorting Guests**
All guests, whether overnight or not, must be escorted at all times. Individuals hosting overnight guests must complete the appropriate forms for a guest to be permitted to stay in the residence hall.

7. **Tutoring/Teaching Assisting Hours**
All students have the right to utilize the tutoring spaces or seek assistance from teaching assistants. However, since the above spaces are located within a resident hall, students that are seeking support are ONLY to be in the designated spaces. If student(s) are found not in the designated spaces they could be found in violation.

**Nightly Check-In**

1. **Nightly Check-In Times**
Residents must be in the building by 11:00 p.m. Sunday through Thursday and midnight on Friday and Saturday. Residents must remain in the building until 6:00 a.m. Residents must be waiting, at the above hours, in the building’s designated nightly check-in area with their student ID and must remain there until they are checked in by the RCA on duty. Students not present in the building’s designated nightly check-in area or students who come into the building after the above hours will be considered late and in violation of House Rules.

   If a resident is not present for nightly check-in, the staff will attempt to locate the resident within the hall (including keying into the resident’s room, if necessary). The staff member will announce that he or she is keying into a room at each step of the process. If a resident cannot be located within the hall, steps will be taken to locate the resident outside of the hall (which may include calling Cornell Police and/or the student’s parents).

2. **Early Bed Check-In**
Students wishing to go to bed before check-in may be checked in through the RCA on call. Students must sign up for early bed check-in no later than one hour before the regularly scheduled nightly check-in times. The RCA on call may key into the resident’s room at nightly check-in to make sure that student is present and sleeping. For safety reasons, it is a violation of House Rules for students not to follow this procedure for early bed check-in.

   The purpose of early bed check is for students who intend to go to bed, not for those who simply wish to stay in their rooms at the time of night check. Students using the early bed check-in process must be in their rooms and in bed immediately following their check-in. Misuse of the early bed check-in process will result in judicial action.

3. **Ordering Food after Nightly Check-In**
Students may not meet the delivery person outside of the building. Students must meet the delivery person between the two front doors of the building. Delivery persons may not enter the building after nightly check-in. Students should ask their Head Resident for specific instructions on ordering food after nightly check-in.
4. **Out After Nightly Check-In**

   Students are not allowed out of the building after nightly check-in. Any student found outside of the building after nightly check-in will be subject to disciplinary action.

5. **Students on Opposite-Sex Floor After Nightly Check-In**

   Students are prohibited from being on an opposite-sex floor after nightly check-in. Students may be with members of the opposite sex after nightly check-in in designated public areas if the building allows, for up to two hours after the nightly check-in time.

**Noise Levels and Quiet Hours**

1. **Courtesy Hours**

   Residents and their guests are expected to observe courtesy hours at all times by acting in a manner that is conducive to studying and sleeping. Courtesy hours are in effect twenty-four hours a day. Members and guests may be asked at any time to limit the amount of noise they are creating, and those who continue to violate courtesy hours will be documented.

2. **Reduced Noise Hours**

   Residents and their guests are expected to observe reduced noise hours starting at 7:30 p.m. daily. During reduced noise hours, amplified sound, loud talking in the hallway, and other noise or behavior that might prevent others from sleeping or studying is prohibited.

3. **Quiet Hours**

   From nightly check-in until 8:00 a.m. every morning, there is to be no noise in any area of the residence halls, including but not limited to student rooms, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and entryways.

**Passive Involvement**

Residents are responsible for the choices they make. In the presence of a policy violation, residents may attempt to stop the violation, contact residential staff, and/or immediately remove themselves from the situation and the vicinity of the violation. If a resident chooses to remain at the scene of a policy violation, he/she will be included on the Incident Report and also may be held accountable for the policy violation.

**Time Away**

A student must present a written permission form from a parent or guardian authorizing specific overnight time away from campus. A blanket authorization is not acceptable, nor is telephone notification. The overnight permission form must be presented to the Administrative Assistant in the Summer College Residential Office during regular business hours. 48 hours in advance of departure and no later than 4:00 p.m. on Thursday for a weekend. Night Away authorization forms are available on the Summer College website and must be faxed or emailed to the administrative office.

**IV. OTHER GENERAL GUIDELINES**

**Cooking**

“Thermostat controlled heating elements” such as coffeepots and popcorn poppers may be used in rooms. Students are prohibited from having microwaves, toasters, toaster ovens, or other non-thermostat controlled heating elements. If prohibited items are discovered, they will be confiscated.

**Equipment**

Students must give the Summer College Residential Office their ID to hold while they use building or Summer College equipment (vacuum cleaner, volleyball, etc.)
Hair Dryers
Students are prohibited from using hair dryers in their rooms. Hair dryers must only be used in the bathrooms.

Laundry
Laundry facilities are located in each Summer College residence hall. In order to use these facilities, students must use their ID cards. To add money to your card for laundry, go to https://card.campuslife.cornell.edu/. Click on “card services’ after signing in. Then click “Add money to your account” and select your preferred method of payment. Money placed on a card is non-refundable. Laundry should be removed promptly from the laundry room after it is done. Laundry remaining for more than twenty-four hours in the laundry room will be discarded. The laundry room will be closed nightly after check-in and will reopen daily at 8:00 a.m. The laundry room is considered a common area, and those using the space are subject to the same expectations regarding the appropriate use and upkeep of common area spaces.

Lockouts
Residents who are locked out of their rooms during Service Center hours may obtain a room key from the Service Center in Robert Purcell Community Center (for Donlon and Jameson residents) or Appel Commons (for Balch residents). After hours, locked-out residents should contact a residence staff member to gain access. A $5 fee will be assessed for each lockout. All lost or stolen keys should be reported to Cornell University Police and the Service Center staff immediately. Students will be charged approximately $200 for the lock core to be replaced and one new key, and $5 for each additional key. There are no exceptions to this policy. Keys may not be duplicated or loaned.

Recycling
Recycling is required in Tompkins County. Individuals who purposefully or maliciously contaminate recycling areas will be turned over to local authorities for prosecution/fines and will face judicial sanctions.

Service Requests
When maintenance work is needed, students and staff should file a service request at http://housing.campuslife.cornell.edu/.

Televisions
Students are prohibited from bringing televisions to Summer College. Each building is equipped with one television for community viewing.

Vending Machines
Vending machines should not be abused. Residents wishing to receive a refund due to a machine malfunction should report the malfunction to the Service Center. Vandalism of machines may result in the removal of them from the residence hall, and students could be charged for common area damage.

V. GENERAL HOUSE RULES
General House Rules apply to all students living in Cornell University Housing in the summer and academic year. Items listed here may also be part of the Code of Conduct for the University. The Summer College Residential Assistant Director will consult with the Judicial Administrator and any other appropriate university official on any violations that may implicate both the House Rules and the Code of Conduct to determine the appropriate adjudicative process. In most cases the Summer College judicial process will take precedence. These General House Rules are in addition to any Summer College specific rules already defined above and do not overwrite those rules. References in this section to Residence Hall
Director (RHD)/ House Assistant Dean (HAD) refers to Head Residents (HRs) within the Summer College program. References within this section to Resident Advisors (RAs)/ Graduate Resident Fellows (GRFs) refers to Residential Community Advisors (RCAs) within the Summer College Program.

The residential communities have an established set of community standards and policies for behavior that is consistent with the educational mission of Cornell University. The information below outlines these community standards, which are above and beyond those outlined in the Campus Code of Conduct, and University Policy.

**Alcohol**
- Under New York State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.
- It is a violation of Cornell policy to give or sell alcoholic beverages to anyone who is under the age of 21 years.
- Residential and New Student Programs/West Campus House System prohibits kegs, beer balls, and other similar beverage containers commonly used to serve multiple individuals.
- Alcohol paraphernalia (such as empties, flasks, or funnels) is prohibited in residential communities, except in rooms where all assigned persons are 21 and over.
- Public intoxication by an individual 21 years of age or older who is disrupting the community will be subject to disciplinary action.
- Public intoxication by an individual under 21, whether or not disruptive to the community, will be subject to disciplinary action.
- Possession or consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, or hallways).
- A person who is 21 or older may not consume alcoholic beverages in any residence hall room / suite unless all who are present are 21 or older.
- A person under 21 may not be in a room where alcohol is present.
- In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of his or her guest(s) who are students or non-students.
- If an underage student is found drinking alcohol in a room in which he/she does not reside, the resident(s) of that room may be held equally responsible for permitting the violation to occur.

**Bias**
- Under Cornell’s specific definition, a bias incident is an act of bigotry, harassment, or intimidation that occurs on the Cornell campus or within an area that impacts the Cornell community and that one could reasonably conclude is directed at a member or a group of the Cornell community because of that individual’s or group’s actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors. Cornell utilizes its Reporting Bias System to track and respond to bias incidents in which the perpetrators are known, unknown, or may not be readily identifiable.
- Anyone who directly witnesses or experiences bias activity (or finds evidence of or hears about past bias activity) on the Cornell campus or in an area that impacts the Cornell community should intervene in the moment as appropriate (e.g., contact Campus Police at 911, if a crime is in progress, or interrupt the behavior in as much as the observer feels skilled and safe).
- Bias activity can be reported confidentially at https://www.hr.cornell.edu/diversity/reporting/bias_response.html
**Bicycles**
- All bicycles must be registered with Cornell University Police (CUP), G-2 Barton Hall. There are a limited number of outdoor bicycle racks and indoor bicycle storage rooms. (Not all residence halls or on-campus properties have indoor bicycle storage available).
- Bicycles may not be stored in student rooms, with the exception of fold-up bicycles, provided they do not impede egress.
- Bicycles cannot be left in hallways or stairwells. They will be confiscated and turned over to CUP.
- Any bicycles found in bicycle rooms or on bicycle racks after Commencement will be handled in the following manner:
  - The bicycle will be removed (the lock will be cut if necessary) and taken to the Lost and Found in Barton Hall.
  - If the bicycle is registered with the University, CUP will contact the owner via a registered letter to his/her permanent address.
  - If the bicycle is not retrieved from the Lost and Found within one year, it will be entered in the Tompkins County Police Auction.

**Cinder Blocks**
- Cinder blocks may not be used for raising or lofting beds and will be removed at the resident's expense.
- Any cinder blocks found in the building at the end of the year will be billed to the resident responsible. In addition, any damage to furniture or floor due to use of cinder blocks will be billed to the resident(s) responsible.

**Commercial Business**
- Residents may not use their room, telephone, data lines, or wireless access for profit-making purposes.
- Commercial businesses are not permitted in residential communities or on the grounds surrounding them. Some exceptions are possible for programming events where a vendor's presence is a key component. The Director of University Relations and SAS Marketing & Communications must authorize such events, and an Event Registration Form must be filed.

**Common Area Damage**
- All residents of the community are responsible for the condition of the common areas. Common areas include, but are not limited to, hallways, lounges, laundry rooms, kitchens, elevators, stairwells, and entryways. Damages or stolen university property from these areas, for which a responsible individual is not identified, will lead to the floor, suite, unit, building, and/or complex being billed for the repairs, replacement, or cleaning.
- If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed. Entering a space when it is closed is prohibited.

**Common Area Usage**
- Lounges, meeting rooms, lobbies, hallways, elevators, stairways, bathrooms, and kitchens in residence halls are areas held "in common" among the residents. They are not open to the general public.
- Bathrooms that are cleaned by SAS Facilities staff must be cleared of personal belongings, except where cubbies and racks are provided.
- Residents may not remove furniture from any common area.
- Residents may not move beds into common areas.
• Personal property may not be left in common areas (including laundry rooms) as it violates fire
  safety codes and will be addressed by the RHD/HAD.
    o Lost or abandoned items of value will be turned over to Cornell University Police (CUP) in
      Barton Hall (607-255-1111) or Service Centers. After the waiting period prescribed by
      law, the item(s) will be entered in the Tompkins County Police Auction.
• To reserve common areas, contact the RHD or House Office and follow guidelines in place for a
  given community. It is expected that the area be returned to its original state after use. The
  sponsoring residents are responsible for any damage and clean up after an event.
• Behavior in common areas should conform to the standards of the community as a whole. Loud,
  offensive, or lewd behavior or language directed at anyone (including staff) is not acceptable.
  Residents should exercise good judgment and demonstrate consideration of others when using
  common areas.
• Balconies will be opened by residential staff as weather permits. Balconies must be used
  respectfully or they will be closed. Inappropriate behavior including, but not limited to, moving
  furniture onto balconies, smoking on balconies, throwing items off of balconies, or storing food on
  balconies may be subject to judicial action.
• It is the residents’ responsibility to keep lounges clean and to return furniture to its proper
  location.

Community
• Residents should act in accordance with the established standards of the residential community.
  Residents’ behavior should be considerate and respectful of other community members and the
  physical space. Any behavior that disturbs another member(s) of the community can result in
  judicial action.

Controlled Substances
• It is against Cornell University policy to traffic in, manufacture, dispense, use, possess, or sell any
  illegal drug.
• While the University prefers to handle a student's use of any controlled substance on an individual
  counseling and medical-care basis, such treatment does not offer immunity from local, state, and
  federal law. Any information that comes to the attention of CUP concerning the sale, exchange, or
  transfer of drugs from one individual to another is communicated to public officials. The
  University cannot prevent federal, state, or local law enforcement officials from investigating and
  prosecuting drug law violators.
• Residential and New Student Programs/West Campus House System prohibits possessing drug
  paraphernalia, whether or not it is being used for consuming drugs.
• “Illegal drugs” includes legal prescription drugs that were prescribed to someone other than the
  individual in possession/using them.
• A person may not be in a room where illegal drugs are present.

Cooking and Appliances
• Cooking is prohibited in hallways, bathrooms, and lounges.
• Student may not leave stovetop cooking unattended.
• Appliances with immersion coils, water heaters without automatic shutoffs, and exposed coils
  (such as space heaters) are prohibited in the residence halls unless provided by SAS Facilities.
• Appliances with self-contained, thermostatically controlled heating elements with automatic shut
  off may be used in student rooms.
• Stand-alone microwaves are prohibited in individual rooms.
• A “microfridge” (combined microwave and refrigerator) is permitted, as long as it does not draw more than 7.3 amps [700 watts] to start and 1.5 amps while running. Due to wattage requirements, microfridges must be those rented from the University-approved vendor, or another with the above amperage and wattage parameters. Refrigerators may be purchased, but cannot exceed the above specifications.

• Use only electrical equipment identified with the Underwriter's Laboratories (UL) label.

Decorating Rooms

• Resident rooms must be in the same condition upon departure as they were upon arrival. Room damages or decorating violations will be assessed and charged against the resident(s) responsible. If a responsible party does not come forward, the damage bill will be split among all residents of the room.

• No more than one 8 ½” by 11” sheet of paper, per resident, is allowed on the outside of a room door.

• Pictures, posters, and other materials must be hung from picture moldings, tack strips, or bulletin boards only. Nails, tacks, screws, tape, glue, and other adhesives may not be used on walls, ceilings, wardrobes, woodwork, doors, or furniture.

• Decorations including natural evergreen trees, wreaths, or boughs are prohibited. Artificial decorations may be used and must be clearly marked as being made from a slow burning or a non-combustible material. Metal trees are also acceptable, with illumination by spot or reflective lights only. All winter seasonal decorations must be removed prior for leaving for the intersession break.

• Decorative strands of lights are permitted with an Underwriter's Laboratories label or listing (UL).

• Alterations (including but not limited to painting) to a room/apartment or to any University property within a room/apartment or common area is prohibited.

Donation Drives and Collection Boxes

• Residents must contact their RHD/HAD for approval for any form of donation drive and/or collection box. Residents who sponsor such drives must adhere to following policy regarding placement, maintenance, and removal:
  ○ In-house or single complex supported drives – If the complex chooses to support a donation drive, the complex and its staff are responsible for reservation, group contact information, setup, collection, and box removal. Contact your RHD/HAD to arrange a drive.
Multi-complex student supported drives – These drives should be redirected to the Community Centers for North Campus and the HADs for the West Campus House System. The student group needs to reserve lobby space via the online reservation system (http://registrar.sas.cornell.edu/Sched/25/) for donation bins/tabling/assembly. The boxes will be provided to each group by the Community Center Support Team (CCST). CCST will put the bins in the designated areas for each building. Each reservation will be allowed for 7 days. Bins must be checked and emptied daily. The Community Center is not responsible for items in the bins. Students who do not reserve space and/or are not standing in the appropriate area will be asked to leave the Community Centers.

Multi-complex, University initiated and approved drives – SAS Facilities group initiates these drives with special donation boxes (e.g., Share the Warmth, United Way, Dump & Run). The SAS Facilities group is responsible for setup, collection, and removal.

Exercise Equipment
- Possession or use of barbells and other weight-lifting equipment in common areas is prohibited except in designated areas. Small weights under 30 lbs. may be used.
- Pull up bars are prohibited and may not be used in doorways, closets, or other residential areas.

Fire Safety
- Tampering with fire extinguishers, smoke detectors, sprinklers, fire and emergency doors, and other fire safety equipment, or falsely reporting a fire verbally or by pulling the fire alarm is a threat to safety and will result in an immediate referral to the Judicial Administrator.
- Fire extinguishers are located on each floor of each building and residence hall to be used only by trained personnel. Residents should familiarize themselves with the locations of Fire Alarms and marked EXITS located throughout the buildings.
- The University conducts periodic evacuation drills to practice education and safe exiting from buildings. You must exit from the building when the fire alarm is activated, and cannot re-enter the building until given permission by University personnel. Please note that evacuation plans are posted at elevators, stairs, and exit points throughout the buildings. These plans will indicate means to exit the building safely. All persons should be familiar with the procedures for evacuating a building.
- University safety plans can be reviewed by visiting: http://sp.ehs.cornell.edu/fps/Pages/default.aspx
- Manual pull stations are located at exit points from each floor and the building exterior doors. In the event of a fire emergency, please activate the station to sound the fire alarm. This will automatically contact emergency responders. Falsely pulling the pull station will result in a referral to the Judicial Administrator.
- Smoke detectors are located throughout student rooms, corridors, and common areas. Do not block, cover, or tamper with any detector. Tampering with smoke detectors will result in a referral to the Judicial Administrator.
- Objects may be no closer than 3 feet to the ceiling or to any fire safety device.
- In the event of a fire or other emergency, residents must exit the building following EXIT signs that are located throughout the building. Failure to follow evacuation procedures during an alarm will result in immediate referral to the Judicial Administrator.
- Student room doors cannot be propped open if they are designed to automatically shut.
- Storing flammable liquids and gases are not permitted in residential communities.
- Use of open flame is prohibited.
• Candles (wick or wickless) and incense are not allowed.
  • Groups of students may request approval to burn candles for religious purposes. To obtain approval, individuals should abide by the following procedure:
    ▪ Obtain and complete a “Candle Open Flame Permit” from the RHD/HAD at least two weeks in advance of when the event is to take place. The permit must include the date(s) and time(s) of use with the following stipulations:
      • the RHD/HAD will be present during the use of live candles
      • the event occurs in a common area and not an individual student room
      • a fire extinguisher must be within the immediate vicinity of the use of live candles
    ▪ Approved open flame candles must also be placed in a stable container, preferably a glass-globe type of holder.
• Students may not leave personal items in hallways or stairwells.
• Extension cords and multi-plug adapters are prohibited (this includes bed risers with integrated electrical outlets). An outlet strip with a breaker switch that is identified with an Underwriter’s Laboratories label or listing (UL) is allowed.
• Floor lamps must have the required wattage light bulbs and cannot exceed what is stated on the lamp’s UL label. The UL and wattage labels are commonly found on the shade or near the outlet for the light bulb.
• The University is subject to fire and safety inspections by various agencies. If a fine is incurred as a result of your failure to comply with the terms of your Housing Contract or with any request from University staff, you will be responsible for the amount of the fine.
• Any material that is in violation of the House Rules and/or Code of Conduct is subject to confiscation during fire and safety inspections. Any material taken will be identified by room, kept by the RHD/HAD, and will be available for collection on designated dates before University breaks. If items are not collected by the end of the semester, they will be disposed.
• Please note that the Fire Safety policies are subject to compliance changes and updates based on local and state regulated standards. Advance notice of changes/updates will be provided whenever possible.

Fireworks
• Use or storage of fireworks of any kind is prohibited in residential communities. Persons found using or storing fireworks will be immediately referred to the Judicial Administrator and may also be referred to local and state law agencies.

Furniture
• Furniture may not be removed from a resident's room regardless of occupancy or any common area. Resident(s) will be billed for items removed or missing from any room.

Gambling
• All forms of gambling in residential communities are prohibited.
• Raffles for fundraising purposes are not permitted.

Guests and Escorts
• Guests to a building may not enter the building without being escorted by the person they are visiting.
• Residents are responsible and accountable for the behavior of their guests.
• No room keys or temporary access cards will be issued or given to guests, and residents may not give their keys or ID card to someone else in order for the person to gain entry into a room and/or residence hall.

**Hall Sports**

• Playing sports and using sports equipment is prohibited in residential community common areas. Playing sports includes, but is not limited to, gymnastics, running, wrestling, dribbling, etc. Sports equipment includes, but is not limited to, basketballs, Frisbees, hacky sacks, toy guns (water, nerf, dart, paintball, etc.), skates, sticks, balls for throwing/kicking, gloves, etc.

• Any damage caused by hall sports will be billed to the responsible student(s).

**Hazing**

• Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual. This could include, but is not limited to humiliating, intimidating, or demeaning treatment; destroying or removing public or private property; involving the consumption of alcohol, other drugs, or other substances; or violating any of the policies of the University.

• Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to a student staff member, RHD/HAD in his/her respective residential community.

• Hazing can be reported confidentially at [http://www.hazing.cornell.edu/](http://www.hazing.cornell.edu/).

• Individuals who participate in acts of hazing are personally accountable under the Campus Code of Conduct.

**Health and Safety**

• Students are not permitted on roofs, ledges, overhangs, or balconies accessed through a window.

• Students are not permitted to climb the exterior of buildings.

• Removing window screens is prohibited.

• Throwing items out of windows or off of balconies is prohibited.

• Students cannot hang antennae, flags, or other materials from the exterior of buildings.

• Tampering or non-emergency use of the Blue Light or Elevator emergency phone call buttons is prohibited.

• Use of windows for the purpose of entering or exiting the building is prohibited.

• Students may not prop open or enter residential communities through propped doors as this jeopardizes the security of the building.

• Students may not allow access for another person unless they are the host for that person or specifically knows that the person is a current resident of the building.

• Egress access must be safe and passable at all times, including corridors, stairwells, lounges, other common space and living space. In student rooms, state and city regulations require a clear path from the bed to the door, as well as a minimum of 36 inches between the door and any other item in the room.

• Students must keep rooms in a sanitary condition. Food must be put away in closed containers. Rooms should be clean of any food scraps or crumbs that could attract insects/rodents.

• Dangerous and/or hazardous materials are prohibited in residential communities.

• In the event that a student's room needs to be accessed by a University Official (for example: emergency maintenance, pest control, medical situations, and safety inspections), students may be required to remove excess items from their floor and furniture tops. 24-hour advance notification
will be given whenever possible. Failure to complete the requested tasks could result in students being charged for the tasks to be completed by SAS Facilities or any fees associated with rescheduling the work, as well as judicial action.

- Students may be required to move from their rooms in a designated amount of time as required by the Office of Residential and Event Services, Residential and New Student Programs, or West Campus House System staff for health and safety reasons.
- The storage of bodily fluids is prohibited in residential communities. Bodily fluids must be disposed of in the proper waste removal system.

**Hover Boards**
- Due to fire risks associated with hover boards, they are not allowed for fire safety reasons. This ban is effective January 2016 in all university-owned housing, including residence halls, apartments, co-ops, and Greek housing.

**Lockouts and Lost Keys**
- Residential and New Student Programs/West Campus House System and Service Center/House Office staff will not provide entry to a room for anyone other than a resident of that room, including parents, friends, guests, and/or other individuals. Exceptions may only be made in case of emergency as determined by a full-time Residential and New Student Programs/West Campus House System staff member.
- Residents are responsible for their building and room keys. Residence hall exterior doors are locked at all times.
- Cornell University Police will not unlock doors for residents.
- Keys must not be duplicated or loaned.
- When a student is locked out during Service Center/House Office hours, their Service Center/House Office will provide them with a loaner key for a fee. Students must have proper identification such as an ID, or knowledge of the information on the key card, and must sign a Loaner Key Agreement before they take the loaner key. If the loaner key is not returned within five days (5) from the date the agreement is signed, the student will be bursar-billed lock charges, and the locks will be changed.
- When a student is locked out when the Service Center/House Office is not open, the residential staff member on call will open the room with a master key for a fee.
- Students with electronic access who lose their access card (Cornell ID) must report the loss to the Service Center/House Office. The student will receive a temporary card that will be valid for 72 hours. After that period, if the access card is not located, the student must obtain a new ID card from University Registrar (B-7 Day Hall). After the 72 hours, a charge will be Bursar billed to the student if the loaner card is not returned.
- All lost or stolen keys must be reported to Cornell University Police and the Service Center/House Office staff immediately. If the keys are not found within 5 days, the lock core will be replaced at the student’s expense. There are no exceptions to this policy.
- Religious Restrictions: Students who are prohibited from using electronic devices on certain days due to religious restrictions may request an alternative access key from their Service Center/House Office and must sign an Alternative Access Key Agreement. The professional staff member of the Service Centers/House Office will approve these requests, issue keys, and maintain a file of all keys issued and returned. Keys checked out for religious observation must be returned to the Service Center/House Office during winter intersession. Keys will be available to pick up upon return for Spring semester.
- Bike Rooms: Students needing access to bike rooms may request an alternative access key from the Service Center/House Office and must sign an Alternative Access Key Agreement. The
professional staff member of the Service Center/House Office will approve these requests, issue keys, and maintain a file of all keys issued and returned.

- If a student room or mailbox key is not returned at the end of the academic year or at the termination of the student’s residence hall contract for that room, the student will be bursar-billed for a lock cylinder change. There is no exception to this policy.

**Motor Vehicles**

- Storing or parking motorized vehicles in residential communities is not permitted.

**Pets**

- All residents are prohibited from having pets in their rooms, with the exception of fish that are in tanks no larger than 10 gallons.
- Service dogs are permitted on campus. Students who require the use of a service animal on campus are encouraged to contact Student Disability Services (SDS) to register as a student with a disability. SDS will provide assistance in navigating the campus, including the selection of housing if the student plans to live on campus. Assistance Animals must be approved by Student Disability Services as an accommodation for a disability.

**Pools, Hot Tubs, and Waterbeds**

- Waterbeds and hot tubs are prohibited.
- Pools are not allowed in any internal residential space.

**Room Inventory and Condition Form**

- Each resident must complete their Room Inventory and Condition Form (RIC) within the predefined period outlined in their check in email. This RIC is used to record any existing damage to the student’s room. When vacating, any damages noted during the move-out inspection that were not recorded on the RIC are the resident’s financial responsibility.
- Residents are responsible for any damages to their assigned room. If the responsible individual does not take responsibility for damage done in a room, the damage cost will be split among all residents in the room/suite/apartment.
- If a resident changes rooms or leaves the University, a staff member will inspect the room before it is vacated. At the end of their program, all residents must sign up for a checkout with a residential staff member to complete the closing process. Appeals to damage assessment may be made only by the resident, via email, to summercollegehousing@cornell.edu. Residents who fail to check out with a staff member forfeit the right to appeal any damage charges.

**Sexual Violence**

- Cornell University will not tolerate sexual abuse, rape, sexual assault, domestic violence, intimate partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students, staff, faculty, alumni or visitors.
- Visit the Sexual Harassment and Assault – Response and Education (SHARE) website to get information about University resources, support, education, and advocacy.

**Tobacco Use**

- Smoking is prohibited in all University undergraduate residential communities. This includes student rooms, offices, lounges, entryways, hallways, kitchens, bedrooms, elevators, and stairwells.
• Persons who smoke outside the residence halls must do so at least 25 feet from the building or any extending wall, awning, or other building feature, or where it is otherwise posted.
• The use of electronic cigarettes and hookahs in residential communities is prohibited. (Use of electronic cigarettes and hookahs must occur at least 25 feet from the building.)

**Trash and Recycling**
• Residents must collect all trash and recyclable materials using the receptacles provided in their room and take these materials on a regular basis to floor or building trash and recycling containers.
• No personal trash may be left in bathrooms, common areas, hallways, or outside of room doors.
• Bodily fluids and biohazards are not permitted in trash and recycling containers.

**Vandalism**
• Destruction or removal of other community member’s property will result in disciplinary action.

**Vomit Clean-up**
• Vomit in common areas is the responsibility of the community. Individuals responsible should take proper measures to clean the area. Contact the staff member on call or House Office to receive a clean-up kit. Failure to do so may result in individual or common area damage charges.

**Weapons**
• Possession of firearms (including but not limited to rifles, shotguns, BB guns, ammunition, paintball guns), explosives, knives (including but not limited to swords, bayonets, and machetes), or other dangerous weapons, instruments, or substances in university residence halls are prohibited.
• Residents who need to have a weapon on campus (e.g., members of the skeet team, hunters) must register and store their weapons with CUP in G-2 Barton Hall. Residents will have 24-hour access to these weapons.
OTHER IMPORTANT POLICY RESOURCES

**Campus Code of Conduct**
Cornell University’s Code of Conduct outlines the expectations, policies, and principles of the Cornell community. Summer College attendees are also responsible for following this code. In particular review pages 16-18 for a list of behavior prohibited by The Code. The complete Code of Conduct can be found at: [http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm](http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/campuscode.cfm)

**Charges and Fees**
Charges and fees can change at any time during the academic year. To see an extensive list of damage charges/fees, go to: [http://living.sas.cornell.edu/live/movingin/room-inspection.cfm](http://living.sas.cornell.edu/live/movingin/room-inspection.cfm).

**Housing Terms and Conditions**
Residents are responsible for the Terms and Conditions of the housing contract. Failure to adhere to the Terms and Conditions may result in disciplinary action. The full housing terms and conditions can be found at: [http://living.sas.cornell.edu/live/contracts/contractinfo.cfm](http://living.sas.cornell.edu/live/contracts/contractinfo.cfm).

VI. QUESTIONS
Questions on any of the aforementioned information may be addressed to the Residential Program Director
Please complete the form below, sign and return to your Residential Community Advisor at your first floor meeting.

I certify that I have read, understand, and agree to abide by and support the rules and regulations set forth in the House Rules. I further certify that I have received a copy of the House Rules.

Student Name: ____________________________________________________________

Student Signature: _________________________________________________________

Building and Room Number: _______________________________________________

Contact Phone number for student: ___________________________________________

Date: ____________________________________________________________________

Name of Student’s RCA: _____________________________________________________