

2023-2024 GUIDE TO LIVING ON CAMPUS



LETTER FROM THE DIRECTOR

Dear resident student,

On behalf of the residence life staff, I would like to extend a warm welcome to you as a new or returning member of our residential community! Salem State University affords you numerous opportunities to enjoy a complete and fulfilling university experience when you live in one of our residence facilities.

All of our residential areas are communities where learning and development occur through a combination of academic initiatives, intentionally structured interactions and programming. These facilitated experiences will occur in large groups, small groups, and some remotely. You will find that living with other students, some just like you and others quite different, will provide you many opportunities to learn new ways of thinking and interacting. A true collegiate experience involves more than just going to classes and receiving a diploma. Residence Life provides a managed environment where you are prompted to engage, asked to explore and supported in your efforts—safely in person and remotely.

The residence life staff understands the importance of helping you in your development, and plans activities designed to meet your varied needs. We encourage you to take full advantage of this experience and the many opportunities to get involved in campus life.

The information in this guide will assist you in making your residential experience a positive one. It includes information about the residence life staff, suggestions for living with your suitemates, and important policies and procedures. Please read it carefully, as you are expected to be familiar with and understand its contents. The residence life staff is happy to answer any questions you may have.

Sincerely,

Shawn Newton
Associate Vice President and Dean of Students

TABLE OF CONTENTS

Mission Statement.....	2
Departmental Goals.....	2
Statement on Diversity	2
Residence Live Directory.....	3
Department Positions.....	5
Community Behavior	7
Entering Your Room.....	7
Trash and Recycling	8
The Maintainers.....	8
Appliances and Electronics.....	8
Candles and Incense	9
Fire Safety.....	9
Smoking	9
Fire Equipment.....	9
Furniture.....	9
Occupancy Guidelines	10
Host Guidelines	10
Guests Guidelines	11
Visitor Guidelines.....	11
Overnight Visitation Policy	11
Bag Inspection.....	11
Keys and Swipe Cards	11
Courtesy and Quiet Hours.....	11
Solicitation.....	12
Animal Policy	12
Procedures for Requesting an Assistance Animal.....	13
Requirements of Assistance Animals and Their Owners	13
Removal of Assistance Animals	13
Conflicting Health Conditions Related to Approved Animals	13
Owner’s Responsibilities with Regard to Approved Animal in University Housing.....	13
Alcohol Possession/Consumption Guidelines in the Residence Halls	14
Healthy Living on Campus	16

ABOUT

Mission Statement

The mission of Residence Life is to provide a safe and supportive living environment which fosters the personal growth and development of our students. Through our interdependent community, intentional learning opportunities are designed to support the mission of the university.

Departmental Goals

Through collaboration with campus partners, the Residence Life office will:

- Support students transitioning on-campus by providing and referring them to social, emotional, and/or academic resources during the global pandemic and beyond.
- Ensure learning outcomes will serve as the foundation for assessment driven decisions and in determining programmatic/curriculum components of what we provide.
- Focus and commit to enhancing student satisfaction and consistency within the residential experience and student staffing experience.

Statement on Diversity

Residence Life at Salem State University is dedicated to developing inclusive and affirming communities in which all residents feel welcomed, validated, and appreciated for their uniqueness. Regardless of race, ethnicity, religious belief, sexual orientation, gender, gender identity or expression, ability, socioeconomic status, marital status, culture, veteran status, national origin and age, every member of the residential community has the right to live in an environment in which sensitivity, respect, and understanding are paramount.

Diversity within our residential communities is integral to fulfilling our mission to enhance the education our residents receive within the classroom. Without differences of opinion, experience, belief, perspective, background, and identity, our interactions are less than they could otherwise be. We strive to reflect diversity within both staff and leadership positions in Residence Life to ensure that decisions and initiatives implemented are inclusive and just.

We will not tolerate inappropriate behavior, particularly as it may relate to an individual's identity. When one individual or a group of individuals acts to destroy the essence of our diverse community, or shows a lack of respect to an individual, we will respond appropriately. We will not tolerate behavior that is not in line with the belief that each individual is a valued member of our community and should be treated with dignity and respect. Like diversity itself, our efforts to create this vision of a diverse community will continue to evolve as we learn alongside our residents.

RESIDENCE LIFE DIRECTORY

Staff Member	Location	Title	Contact
		Residence Life Office (Atlantic Hall)	978.542.6416
VACANT	Central Office	Director, Residence Life	6436
Travis Fleming	Central Office	Assistant Director, Residential Education	8404
Joscelyn Fernandez-Neubert	Central Office	<i>Interim</i> , Assistant Director, Housing Operations	4490 / 6513
Carmen Aponte	Central Office	Accountant III / Office Manager	6416 / 2504
VACANT	Central Office	Director, Community Standards	4704
Jada Marley	Central Office	Graduate Assistant, Housing Operations	2143
Adeola Osabiya	Central Office	Graduate Assistant, Community Standards	3097
		Polycom / Speakerphone (Conference Room)	978.542.7366
Resident Directors (RDs)			
Olivia Epler	Atlantic and Marsh Halls	Resident Director	
Briannah Wheeler	Viking Hall	Resident Director	
Dale Gerundo	Bowditch and Peabody Halls	Resident Director	
Assistant Resident Directors (ARDs)			
Jenny Deckert	Atlantic Hall	Assistant Resident Director	8405
Shane Bulcamino	Bowditch Hall	Assistant Resident Director	6705
Joseph Cautela III	Marsh Hall	Assistant Resident Director	7217
Jillian Gamache	Peabody Hall	Assistant Resident Director	4489
Emma Tabor	Viking Hall	Assistant Resident Director	2935

RESIDENCE LIFE DIRECTORY

Front Desks	Location		Contact
	Atlantic Hall		8403
	Bowditch Hall		6426
	Marsh Hall		4499
	Peabody Hall		6415
	Viking Hall		2915
Duty Phones			
	Atlantic Hall		978.880.2518
	Bowditch Hall		978.880.2577
	Marsh Hall		978.880.2416
	Peabody Hall		978.880.2531
	Viking Hall		781.254.3398

DEPARTMENTAL POSITIONS

Director:

The Director is responsible for the planning, organization, and direction of Residence Life and Housing programs. The Director is responsible for the overall functionality of the department as a whole unit.

Associate Director—Residential Education:

The Associate Director is responsible for overseeing the daily functions of Residence Life such as staff selection, training, and supervision. The Associate Director provides direct supervision to the Resident Director and works closely with the Director to maintain the departmental vision and university mission. The Associate Director is also responsible for the development and implementation of the Residential Curriculum.

Assistant Director—Housing Operations:

The Assistant Director for Housing Operations is responsible for facilitating all housing operations such as occupancy and room assignments. The Assistant Director manages all billing and marketing related to occupancy management.

Office Manager

Serves as administrative assistant and financial consultant to the Director of Residence Life, the Associate Director of Residence Life, and the Assistant Director of Residence Life, Housing Operations. Assists with the all day-to-day functions of the office and development of services to meet the needs of residential students.

Resident Director

The Resident Director (RD) is a trained, full-time, professional staff member responsible for the functionality of several residence halls. They provide direct support and supervision to the graduate resident directors. The RD cultivates positive atmospheres conducive to personal growth and successful academics for residents. They also adjudicate policy violations under the purview of the Community Standards office and responds to emergency situations.

Assistant Resident Directors:

The Assistant Resident Director (ARDs) is a master's seeking, part-time, live-in graduate student who works closely with the RDs on the overall functionality of the residence halls. They provide direct support and supervision to the Paraprofessional Staff in the residence hall they oversee in collaboration with the RD. The ARD cultivates a positive atmosphere conducive to personal growth and successful academic progress for residents. They also adjudicate policy violations under the purview of the Comacademic Community Standards office and respond to emergency situations.

DEPARTMENTAL POSITIONS

Senior Resident Assistants:

The senior resident assistant (SRA) is a trained, live-in student leader responsible for developing, mentoring, and serving as a role model for the student staff team in each area. Each SRA also is responsible for a section of undergraduate students in the hall in which they work. SRAs support the community by providing programming opportunities and participate in an on-call duty rotation to respond to emergency situations in the residential area.

Resident Assistants:

The Resident Assistant (RA) is a trained, live-in student leader responsible for creating community, enforcing policy, and providing resources within their residential area. RAs support the community by providing programming opportunities and participate in an on-call duty rotation to respond to emergency situations in the residential area.

Desk Coordinators:

The Desk Coordinators (DC) is a trained student employee who is responsible for the scheduling, development, and cleanliness of the front desks and their staff within the residence halls. The DC evaluates and supervises the Desk Receptionists (DR) with the support of the professional staff. The DC maintains the security of the halls as well as provides customer service to residents and guests.

Desk Receptionists:

The Desk Receptionist (DR) is a trained student employee who manages the front desk of a residential hall. The DRs staff the front desks 24 hours of the day for Atlantic, Bowditch, Marsh, Peabody, and Viking Halls. The DR maintains the security of the halls as well as provides customer service to residents and guests.

Mail Assistants:

The Mail Assistant (MA) is a trained student employee who is responsible for the sorting and distribution of mail and parcels within the residence halls in which they work. MAs are cross trained as DRs.

Office Assistants:

The Office Assistant (OA) is a trained student employee who assists with the day-to-day administrative tasks within the residential area in which they are assigned or the Residence Life Central Office.

OVERVIEW

The following outlines residence life policies by which students are expected to abide while living in the residence halls.

As a resident, you are expected to abide by the Student Conduct Code. In particular, you are responsible for any behavior that occurs within your room and you should talk with your suitemate(s) about staying in compliance with both residence life and university policies. Failure to abide by any of these policies will result in a student conduct referral.

Community Behavior

Students are expected to demonstrate respect for one another, as well as the community in which they live. Students and their guests/visitors are expected to respect the privacy of individuals in the Bowditch, Marsh, and Peabody Hall community bathrooms, as well as in the apartment and public bathrooms in Atlantic and Viking Residence Halls. Students will also be held responsible for their guests' actions.

The residential areas on campus do not run themselves. As a member of the Salem State community, you are expected to respect all residential areas and report any damage or acts of vandalism you encounter.

Entering Your Room

The university respects residents' privacy. It is also responsible, however, for providing safe and secure facilities at a reasonable cost. Therefore, residence life staff members reserve the right to enter resident rooms at any time in a health or safety emergency. Staff may also enter rooms to conduct health and safety inspections. For any non-emergency entry,

staff will notify residents 24 hours in advance of their intent to enter a room or apartment by posting signs on floors or in entryways.

If the university has reason to believe a student is violating regulations, it can authorize a room search. The university, university police and Salem police officers may seek a search warrant at any time if there is probable cause that a crime has been committed.

Trash and Recycling

Residents of Peabody and Bowditch Halls may put small bags of trash in the trash chutes. Cardboard, newspaper, hangers, glass, boxes, and large items should be taken to the dumpster. Excessive trash left in hallways, lounges or stairwells will result in charges to those on your floor or in your entryway. Residents at the Atlantic, Marsh and Viking Residence Halls, must put trash in bins within designated trash rooms. Putting garbage in recycling bins could result in damage charges to your community.

The Maintainers

Each residential area on campus is staffed by a group of dedicated and committed maintainers. These individuals spend significant amounts of time cleaning the common areas (stairwells, lounges, bathrooms, and so on), and ensuring that the buildings are comfortable places for residents to live in. Get to know the maintainers in your area, and assist them by properly disposing of your trash, picking up after yourself and encouraging your fellow community members to respect the residence halls.

Occupancy Guidelines

Residence Life is committed to providing students a safe and secure living environment. In alignment with this commitment, Residence Life maintains an occupancy policy for all units on campus. A unit is defined as an individual room in Bowditch Hall, Marsh Hall, or Peabody Hall and the entire suite in Atlantic Hall, or Viking Hall. At any given time, each unit is limited to a maximum of 3 times the amount of people the unit was designed to accommodate. To provide clear guidance, a chart has been provided for you:

RESIDENCE HALL	DESIGNED OCCUPANCY	MAXIMUM OCCUPANCY
Bowditch Hall, Marsh Hall, and Peabody Hall (Double)	2 Persons	6 Persons Total
Viking Hall (Triple/3-Person Suite)	3 Persons	9 Persons Total
Viking Hall (Quad/4-Person Suite)	4 Persons	2 Persons Total
Viking Hall (5 Person Suite)	5 Persons	15 Persons Total
Atlantic Hall and Bates Complex	6 Persons (All Units)	18 Persons Total

Residents who violate the occupancy guidelines above may be documented by Residence Life staff and will meet with a Professional Staff member to review this guideline. Residents who violate the occupancy guidelines AND may have violated the student code of conduct will be asked to have all visitors and/or guests vacate their unit immediately, and be documented for referral to Community Standards.

Community Spaces

This year, we expect to be able to use shared spaces up to maximum occupancy limits. In the case of an increased concerns due to the pandemic, we reserve the right to reduce occupancy in shared spaces with the residence halls

Appliances and Electronics

Because many appliances are considered fire hazards and the use of too many appliances at one time may overload a building's electrical capacity, the following appliances are not permitted in any of the residence halls:

- Air conditioners
- Electrical extension cords
- Halogen lamps
- Hot plates
- Hot pots without automatic on/off switches
- "Medusa lamps" (with multiple plastic shades)
- Water coolers
- Deep fryers
- Air fryers

The following items are not permitted in Bowditch, Marsh, Peabody, and Viking Halls, but are allowed at the Atlantic Hall as long as they remain in the kitchen area:

- Sandwich makers
- Toaster ovens and toasters
- Waffle irons and griddles

Coffee makers and irons with automatic shut-off switches are allowed in all residential areas. Microwaves are allowed in Peabody and Bowditch Halls if the microwave is under 700 watts/10 amps.

Individual refrigerators must have a capacity of less than four cubic feet. Micro-fridge units may be rented by calling 1.800.637.7567. At the end of the year, all residents are responsible for cleaning the units and returning them per posted information. Residents may be billed for failing to return a unit, or for not following the proper cleaning and return procedures.

Please Note: individual refrigerators and microwaves are not permitted in Viking Hall, each suite has a Micro-fridge unit.

Stereo speakers should be of a reasonable size; sub-woofers and amplifiers are strongly discouraged. If a resident does use these items, they may be asked to lower the volume if it disturbs other residents, or the noise level is deemed inappropriate.

Candles and Incense

Candles and incense are strictly prohibited from the residence halls, as they pose a significant fire risk. Residents are not allowed to possess any candles, including those of a decorative nature. This also includes candles that have not been burned. Possession of candles and incense on campus could result in loss of housing! Residents found in violation will be directed to correct the violation and remove the item immediately. Residence life will hold illegal items for residents for a maximum of two weeks, and then dispose of them if residents do not remove them from the building. Repeat violations will result in administrative or student conduct action.

Fire Safety

Because of fire risk, residence life has strict guidelines about what is and is not allowed on campus. Violations of this policy will result in student conduct action, up to and including loss of housing. The following items and/or conditions are not permitted in any of the residential areas:

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without auto shut-off, hot pots and hot plates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- LED light strips are not permitted due to the damage they cause on walls.
- Popcorn poppers, toasters and toaster ovens and similar heating devices outside of the kitchen areas at Bates, Marsh, Peabody, Bowditch, and Atlantic Residence Halls
- Stairwells and exit doors propped open
- Bicycles in hallways, lounges or blocking the doorways of rooms, apartments and stairwells
- Tapestries and similar hangings covering a door or significant portion of the wall or any lights and lamps, or hung from the ceiling
- Electrical devices and appliances such as halogen lamps, lanterns and sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents

- Motorcycles, mopeds and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of doorways, or one's ability to move
- Disconnected or altered smoke detectors

Common Spaces and Lounges

We expect to be able to use shared spaces up to maximum occupancy limits. In the case of an increased concern due to the pandemic, we reserve the right to reduce occupancy in shared spaces within the residence halls.

Smoking

Salem State University is tobacco-free. The health and safety of students, employees and visitors is a top priority for Salem State University. To promote a safe and healthful work environment, Salem State has adopted new standards to encourage smokers to reduce or eliminate their use of tobacco and to protect non-smokers from exposure to tobacco smoke. There is no smoking, or the use of other related tobacco products, allowed on university property.

Fire Equipment

Anyone who tampers with fire equipment, smoke detectors or the sprinkler system, or who sets a fire, sets off fire alarms or fireworks or makes bomb threats will be suspended from the residential areas immediately, pending the outcome of a hearing. They may face both legal and student conduct action by the university, including loss of housing.

Furniture

Furniture that does not carry a label of California Test TB 117 is not allowed in the residence halls. Altering furniture (such as removing closet doors or bed frame legs), stacking furniture, placing a mattress directly on the floor, moving furniture off the floor, or blocking entrances is strictly prohibited. In addition, lounge furniture may not be removed from the lounges or common areas, as these items are intended for everyone's use. Room furniture may never be removed. Should a roommate move out, their university-issued furniture must remain in the room.

Students will be charged for any furniture that is lost, missing, damaged, or that needs to be reassembled.

The following items are considered furniture, and are prohibited from rooms/ apartments:

- Bookshelves
- Concrete blocks and bricks
- Inflatable and bean bag chairs
- Trunks
- Waterbeds

Host Guidelines

Residence Life defines a 'host' as any current residential student who is hosting a guest (see below) or visitor (see below) as the host in all policies listed below:

- Hosts may not host any more than 2 persons at any one time.
- Hosts must meet their guest(s) or visitor(s) at the main entrance of the residence hall and must always remain with them.
- Hosts must ensure that their guest(s) tap their ClipperCard at the front desk and/or that their visitor(s) are signed into the hall by the Desk Receptionists.
- Hosts are responsible for maintaining a current 'Roommate Agreement' with their direct roommate and/or suitemates. Residence Life encourages all students to express reasonable expectations regarding visitation with the individuals they share their space with. In the event of a conflict, Residence Life staff will reference this 'Roommate Agreement.' 'Roommate Agreements' are fluid documents that can be updated or altered throughout the academic year, so long as all current residents of the unit are present.
- Hosts are responsible for the actions of their guests/visitors at all times and may be held accountable for violations of University policy or criminal action

Guests Guidelines

Residence Life defines a 'guest' as any current residential student who is visiting a residence hall that they are not currently assigned to. Guests are still responsible for following all policies in the Guide To Living and Student Conduct Code while in any residence hall on campus.

Guests may enter any residence hall on campus, so long as they are ALWAYS accompanied by a current resident.

Guests must meet their host at the main entrance of the residence hall and tap their valid ClipperCard at the front desk to gain entry to the residence hall.

Guests should be mindful of the property within the unit they are visiting and ensure they have permission from the owner of that property before touching and/or using any belongings. Any reports of theft will be referred to University Police and/or Community Standards for further investigation.

Visitor Guidelines

Residence Life defines a 'visitor' as any individual, 16 years of age or older, not living on campus (commuting) or not currently an SSU student. Visitor(s) must meet their host at the main entrance of the residence hall.

Current, non-residential, Salem State University students (commuters) will present their ClipperCard to the Desk Receptionist(s) and sign into the hall with a specific host.

Individuals who are not currently affiliated with Salem State University, and are 18 years of age or older, will present a valid, government-issued form of identification (International, Federal, Military or State) that confirms identity (MUST have Full Name, Photo, and Date of Birth) to the Desk Receptionist(s) and sign into the hall with a specific host.

Student ID Cards, Employee IDs, and/or Photos of IDs, etc. are NOT VALID FORMS OF IDENTIFICATION IN ANY SCENARIO.

Individuals who are not currently affiliated with Salem State University, and are 16 or 17 years of age, will present a valid, government-issued form of identification (International, Federal, Military or State) that confirms identity (MUST have Full Name, Photo, and Date of Birth) AND completed Minor Guest form.

Visitors are welcome in any residence hall on campus, so long as they are ALWAYS signed in and accompanied by their specific host (see above). Visitors who have been banned from campus or specific residence halls by a University official are NOT permitted to enter those areas of campus. Violation of these directives will be treated as trespassing and will be referred to University Police.

Overnight Visitation Policy

Residence Life defines an 'overnight' as any guest(s) and/or visitor(s) remaining in the residence hall at 3:00am. Any residential student may host overnight visitor/guest no more than 3 nights in a 7-day period. Residence Life defines a 7-day period as starting on Tuesday and ending on the following Tuesday. Any residential student may not host a visitor for more than 3 consecutive nights. Guests or visitors may stay for no more than 3 consecutive nights in any Residence Hall.

Overnight Visitors/Guests will be expected to follow campus policies and should not visit the residence halls if positive for COVID 19. If the university needs to implement other measures, such as an indoor mask mandate, guests/visitors will be expected to follow these protocols as well.

Bag Inspection

Residence life staff reserves the right to inspect all bags and containers brought into the residence halls. Residents are expected to comply with staff requests to open bags, suitcases and boxes. Students who fail to comply will not be allowed to enter the building.

Keys and Swipe Cards

The keys and swipe cards issued to each resident are the responsibility of that student. Students should not share their keys or swipe cards, give them to another individual or duplicate them. Lost keys and swipe cards should be reported to residence life staff immediately. The Graduate Resident Director or Resident Director will determine if the lost item can be replaced, or if an entire core change is needed. (See the residence life webpages for details about the charge to the student).

Courtesy and Quiet Hours

Students are expected to abide by quiet hours. In the residential areas and should ensure that no sounds from their rooms or apartments can be heard by students in other areas. Quiet hours are:

- Sunday–Thursday: 9 pm–9 am
- Friday–Saturday: 12 am–10 am
- Please note that during final exam periods, quiet hours are in effect 24-hours a day

Courtesy hours are in effect 24-hours a day. Residents are expected to comply with other student or staff requests to lower noise levels when requested at any point during the day. Residents should use good judgment, and be considerate of neighbors, including the people living above and below them. The city of Salem noise ordinance is in effect daily from 11 pm–7 am, and applies to music heard both in and outside of buildings. Campus police officers must enforce the ordinance, and may fine students up to \$200 for violations. This includes equipment that amplifies music and musical instruments. Changes to quiet hours for a specific residence hall may be made at the discretion of the residence life professional staff.

Solicitation

Individuals must have permission from the Director of Residence Life and the Resident Director of an individual residential area to sell or solicit outside or inside a building. Students who see an individual selling something, or soliciting inside or outside the residential areas should contact Residence Life immediately. Individuals soliciting within a residential area will be asked to leave or will be escorted off the grounds by campus police. Anyone wishing to post materials in a residence hall must obtain permission from the individual Resident Director or have their materials distributed through the residence life office.

Animal Policy

Pets are not permitted within the residence halls, with the only exception is for fish that are kept in an aquarium (not larger than 10 gallons). One Service and Assistance animal is permitted with proper documentation and approval from Disability Services.

Animals are not permitted at Salem State University except for Service Animals and Assistance Animals, or as required by law.

Under certain circumstances, Salem State can ban Service Animals and Assistance Animals or other approved animals from the University. These circumstances are discussed below.

Procedures for Requesting an Assistance Animal

1. Request for Reasonable Accommodation

Students who have been accepted to the university with housing may request that they be permitted to bring one Assistance Animal to university housing. Such requests go through Disability Services, and are considered requests for reasonable accommodations. Unlike the use of a Service Animal, the university must approve the use of an Assistance Animal as a reasonable accommodation.

A student requesting permission to keep an Assistance Animal in university housing must make a formal request to disability services. To do so, the student must: 1) meet with a staff member from disability services to discuss the requested accommodation, and fill out the "Request Form for Disability Accommodations" form with the staff member; and 2) provide Disability Services documentation of their disability, if such disability is not readily apparent (see section 2 below). The student must submit this documentation no later than July 1 if making the request for the fall semester, and no later than December 1 if making the request for the spring semester. Documentation will be submitted annually thereafter. Although requests for an Assistance Animal submitted after these dates will be considered, Salem State cannot guarantee that it will be able to meet late applicants' needs for an Assistance Animal, including any needs that develop during the semester.

With proper documentation, students may be permitted to have one assistance animal in their residence hall dwelling.

2. Documentation

A student requesting the use of an Assistance Animal in university housing must provide documentation from a physician, psychiatrist, social worker, or other mental health professional including:

1. verification of the student's disability, if such disability is not readily apparent;
2. statement regarding how the animal serves as an accommodation for the documented disability, if not readily apparent; and
3. statement regarding how the need for the Assistance Animal relates to the ability of the student to use and gain benefit from University housing. Any necessary documentation must be dated within the last six months.

3. Review and Notification

Disability Services will review documentation and arrange a meeting with the requestor. If disability services approves the request, this policy will be reviewed carefully with the Owner at that time. The Owner must review and sign this policy. The Owner must provide a copy of the signed policy to disability services either by regular mail or by dropping it off in person.

Upon the approval of an Assistance Animal to reside in campus housing, the university will notify the residential building staff, as appropriate. In addition, the university will, if applicable, notify the student's roommate(s) or suitemate(s) to solicit their acknowledgment of the approval, and notify them that the Assistance Animal will be residing in shared assigned living space.

4. Appeal

If the university denies a student's request for an Assistance Animal, the can appeal such decision to the dean of students. To appeal, within five days of notification of the denial the student must submit an appeal letter to the dean of students that explains in detail the reason(s) for the appeal. The dean of students or designee(s) will review the written appeal and will notify the student on the determination of the case generally, within five days.

Requirements of Assistance Animal and Their Owners

1. **Control:** The Owner must be in full control of the Assistance Animal at all times. The Assistance Animal must have a harness, leash, or other tether, unless either the Owner is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service of the animal's safe, effective performance of work or tasks, in which case the Assistance Animal must be otherwise under the Owner's controls (e.g. via voice control or signals). Salem State is not responsible for the care or supervision of an Assistance Animal.
2. **Registration and Health:** The Assistance Animal must be in good health. Assistance Animal must be licensed, as required under Massachusetts General Laws. As part of the licensing requirements, each dog must be up-to-date on rabies vaccines, and wear a current rabies vaccination tag.

3. **Clean-up Rule:** The Owner must: 1) always carry equipment sufficient to clean up the animal's feces whenever the animal and Owner are off the Owner's property; 2) never allow the animal to defecate on any property, public or private, unless the Owner immediately removes the waste; and 3) be responsible for the proper disposal of the animal's feces and for any damage caused by the waste or its removal. Receptacles will be provided which will be emptied on a regular basis by university personnel.

Removal of Assistance Animal

Under the following conditions, Salem State can request that an Assistance Animal be removed from the university.

1. The Assistance Animal is out of control and the animal's Owner does not take effective action to control it; or
2. The Assistance Animal is not housebroken; or
3. The Assistance Animal is a direct threat to others; or
4. The Assistance Animal causes substantial physical damage to the property of others; or
5. The Assistance Animal poses an undue financial or administrative burden; or
6. The presence of the Assistance Animal fundamentally alters the nature of the services, programs, or activities provided by Salem State; or
7. The Owner fails to submit required documentation annually, by the dates specified in section III(A)(1).

If a report is made that the Assistance Animal has met one or more of the conditions outlined in C(1) through C(7), disability services and residence life may discuss the potential removal of the Assistance Animal with the Owner. After such finding that the animal must be removed, the Owner will be notified of the decision made by the disability services and residence life. If the university determines that an Assistance Animal must be removed, the Owner will be notified by disability services and residence life. The Owner can appeal such decision to the dean of students or designee.

To appeal, within five days of notification of the removal determination, the Owner must submit an appeal letter to the dean of students that explains in detail the reason(s) for the appeal. After receiving the letter of appeal, the dean of students or designee(s) will review the written appeal and will notify the Owner on the determination of the case, generally within five days.

Note that if an Owner appeals, the Assistance Animal can remain on campus pending the final appeal determination, unless the university has determined that the Assistance Animal is a threat to others.

Conflicting Health Conditions Related to Approved Animals

Residence life staff will make a reasonable effort to notify resident students in the residence building where the Approved Animal will be located.

Students with medical condition(s) that are affected by animals (e.g. respiratory diseases, asthma, severe allergies) are asked to contact disability services if they have a health or safety related concern about exposure to an Approved Animal. The university is prepared to reasonably accommodate individuals with such medical conditions that require accommodation as a result of the Approved Animals.

All conflicts should be referred to disability services which will attempt to resolve them in a timely manner. Disability services will consider the conflicting needs and/or accommodations of all persons involved, and develop a resolution.

Owner's Responsibilities with Regard to Approved Animal in University Housing

1. The Owner is responsible for ensuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside therein.
2. The Owner is responsible for the condition of their room, as outlined in the Residence Hall Policies and Procedures in the Salem State University Guide to Living on Campus and the Residence Life License Agreement.

3. The Owner is responsible for the cleanliness of their room, as outlined in the Residence Hall Policies and Procedures in the Salem State University Guide to Living on Campus and the Residence Life License Agreement.
4. The Owner's residence may be inspected for health, safety, or any other reason on a periodic basis. See the Residence Hall Policies and Procedures in the Salem State University Guide to Living on Campus and the Residence Life License Agreement.
5. The Owner must notify Disability Services in writing if the Approved Animal is no longer needed or is no longer in residence. If the Owner wishes to bring a new animal to campus, he/she must follow the procedures set forth in Section II(A) or III(A), as appropriate.
6. The university may use pesticides, cleaning supplies, and other materials for the operation and maintenance of University housing. The university is not responsible for any resulting harm to Approved Animals.
7. All roommates or suitemates of the Owner must sign the Roommate/Suitemate Acknowledgement Form. In the event that one or more roommates or suitemates do not agree to live with an Approved Animal, such non-approving roommates or suitemates may be moved to a different location.
8. Service Animals may travel freely with their Owner throughout university housing and other areas of the university.
9. Approved Animals may not be left overnight in university housing to be cared for by another individual. Approved Animals must be taken with the Owner if they leaves campus overnight or for a prolonged period.
10. The university has the ability to relocate the Owner and the Approved Animal as necessary according to current housing and other relevant agreements.
11. The Owner agrees to continue to abide by the Residence Hall Policies in the Salem State University Guide to Living on Campus and the Residence Life License Agreement. An allowance of an Approved Animal that might constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
12. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the Residence Hall License Agreement. Note that under certain circumstances, the Owner may petition for release from the Residence Hall License Agreement. See Request for Cancellation.
13. The Owner will comply with animal health and well-being requirements as set forth in Sections II(B) and III(B) above.
14. Any violation of the above rules and responsibilities may result in the immediate removal of the animal from the university. Such decision will be reviewed by disability services, and the Owner will be afforded the rights of appeal outlined in this policy.

Alcohol Possession/Consumption Guidelines in the Residence Halls

The University expects that all of its students abide by the law and abide by University regulations concerning alcohol use. Students who fail to comply with this policy will be subject to possible disciplinary action for violation of the Alcohol and Drugs Policy here and in the Student Conduct Code.

Who can consume alcohol? Who can bring alcohol into the residence halls?

Those who are over 21 years old may consume alcohol in the residence halls. Only residents are permitted to bring alcohol into the hall they live in. See below for the limit of what individuals may possess at any given time.

Room Categories

Wet – a room or apartment is considered “wet” if every person assigned to the room, or every person present in the room is at least 21 years old. Consumption of alcohol would be allowed provided students adhere to limitations based on amount (*see below).

Dry – a room is considered “dry” if any person assigned to the room or present in the room is under 21. Consumption of alcohol would not be permitted by any persons regardless of age.

Where can you consume alcohol?

- If you are 21, you may have alcohol in your residential space provided everyone in the space (i.e., room/suite/apartment) is 21 years old or older. Students are permitted to have alcohol in their room/suite/apartment, however if a student under the age of 21 enters a space where alcohol would normally be permitted, that space then becomes a “dry” space (see above for definition).
- Potential Conflicts with the Student Conduct Code
 - If a 21-year-old student consumes alcohol where underage students are present – the 21-year-old student could face policy violations related to providing to underage persons, or hosting a party.
 - If an underage student is present where 21-year-old students are consuming alcohol, the underage student could face policy violations related to being in the presence of alcohol or for consuming alcohol.
- Prohibited locations include, but are not limited to: campus buildings, common area lounges, hallways, stairwells, bathrooms, lobbies, parking lots, and outside grounds. Exceptions will be made under license conditions and approval by the University for specific locations.

What alcohol can be consumed?

Residents who are 21 years old or older may individually have in their possession no more than the following amounts of alcohol at any time:

- 72 oz. of beer including wine coolers, hard ciders, twisted teas, and other 12 oz. bottles; **OR**
- 750 milliliters of wine; **OR**
- 200 milliliters of hard liquor
- No alcohol stronger than 80 proof is permitted. Limits apply to full, partially full, or empty alcoholic beverage containers.

What about alcohol paraphernalia?

The university prohibits drinking paraphernalia, including but not limited to, drinking funnels, ice luges, and other items that encourage binge drinking. Furthermore, possession of a keg, beerball, and other central sources of alcoholic beverages are not permitted.

Can I host a party?

The maximum number of people allowed in a space at any time is two guests per resident of the room that is present (i.e., in a six (6) person apartment, there can be no more than 18 people present). Large parties are not permitted and students who host parties, with or without alcohol, will be held accountable for any violations.

Am I responsible for my guests?

Yes, any resident who invites a guest onto campus or into their room assumes the responsibility of ensuring that their guest will act in an appropriate manner, as well as abide by all university policies. Should the guest of a Salem State resident violate the alcohol and other drugs policy, the host student will also be subject to disciplinary action.

What other information do I need to know?

The purchase or delivery of alcoholic beverages in the residence halls, gratuitously or for sale, to a person under the age of 21 is prohibited and shall constitute a major infraction of University regulations. Commercial deliveries of alcoholic beverages to the residence halls are prohibited.

Empty alcohol containers are considered a health violation and will be subject to possible disciplinary action. All students are asked not to store empty alcohol containers in their rooms, and are expected to dispose of them in the designated recycling or trash areas.

Marijuana:

While Massachusetts state law permits the use of recreational and medical marijuana, federal law prohibits marijuana use, possession, distribution, and/or cultivation at educational institutions.

Therefore, the use, possession, distribution or cultivation of marijuana for recreational or medical purposes is not allowed in any SSU residence hall or on any other SSU premises; nor is it allowed at any University-sponsored events or activity off campus or any student organization event or activity. Anyone who possesses or uses marijuana at any University premises may be subject to federal prosecution and University discipline.

In addition, no accommodations will be made for any student in possession of a medical marijuana registration card except that SSU may release students from their Residence Hall License Agreement if approved.

HEALTHY LIVING ON CAMPUS

Keeping our community safe and healthy is embedded in everything we do. With that in mind, we continue to develop and implement protocols based on the most up to date guidance from health officials and balance these best practices with limited university resources. Below are updated health and safety protocols for residential students. These include the requirement to complete a departure plan before arrival and uploading and verifying all required immunizations on the student health portal.

Expectations upon arrival:

Students will be fully vaccinated and submit documentation with proof of vaccination or vaccine exemption for all required immunizations to the student health portal.

Students are required to complete a departure plan on or before arrival to campus in their housing portal. The departure plan indicates an off-campus location you will go to should you become ill and need to isolate. You should consider where you will be able to rest and recover off campus and transportation to this location.

When you are ill:

Due to the communal nature of dorm living, there is greater exposure to illness. To be best prepared, we encourage you to plan for what being sick away from home looks like and prepare the items that you will need. We recommend packing a first aid kit with supplies such as cold and flu medicine, fever reducing medicine, an N95 mask, band-aids, tea, honey, tissues, and anything else you like to have when you are not feeling well.

Should you develop respiratory or flu/COVID symptoms, please isolate by limiting your contact with others as much as possible, regardless of vaccine status. If you need medical care, you should contact health services for on campus care during business hours. Off campus local providers can be found here if you need after hours or weekend medical care. Health Services offers COVID-19, flu, and strep testing, as well as same day and next day appointments with a medical provider. ask.salemstate.edu/kb/local-health-services-covid-19.

If you need to isolate, you should enact your departure plan immediately. To properly isolate, you should limit contact with others. This means designating a space as your isolation space, and not leaving there unless necessary. Please remain off campus until your isolation is complete.

There are no on campus isolation spaces. In the instance that you need to isolate on campus due to extenuating circumstances, you will isolate in place in your current residence hall assignment space. You may still access necessary on campus services such as the dining hall, where you would be expected to get food to go and eat it in your isolation space. You should not attend in person classes, clubs, or sporting events. You should email your professors, supervisors, coaches as soon as you know you are sick and need to isolate, to let them know you are ill, and work together to create a plan to make up any missed work. Health services does not provide excused absence notes but is available for any necessary medical care and evaluation.

To protect the health and safety of roommates and neighbors you are expected to implement measures to reduce risks of getting others sick by utilizing the following practices:

- Wear a mask when needing to enter shared spaces while isolation. This could include hallways, bathrooms, the dining hall, etc
- Take rapid tests, which are available in limited quantity at Counseling and Health Services.
- Schedule an appointment at CHS for PCR testing.
- Make sure you are up to date with your vaccines.
- Disinfect commonly used surfaces.
- Improve airflow and ventilation by opening windows and using fans or air purifiers.
- Physical distance from others when possible.
- You can schedule an appointment with health services if you need medical care:
saalemstate.edu/chs

Counseling and Health Services Contact Information:

978.542.6413

saalemstate.edu/healthportal

Campus Public Health Line:

978.542.3240

University Police and Safety:

Emergency: 978.542.6111

Non-Emergency: 978.542.6511

24/7 Mental Health Support Hotline:

978.542.8327

