



LANGSTON
UNIVERSITY

RESIDENTIAL LIFE AND HOUSING SERVICES

**Community Standards
Handbook**

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Vision

The Office of Residential Life and Housing Services (RLHS) at Langston University seeks to model an environment committed to lifelong learning while exercising accountability, compassion, and respect for all persons and facilities.

Mission Statement

The RLHS mission is to provide a safe and comfortable living-learning community that is conducive to the academic, intellectual, personal, and spiritual growth of its residents. RLHS seeks to enhance student development by providing learning opportunities that promote academic enrichment, foster social integration, and encourage peer interaction.

RLHS Core Values

- Foster a safe, quality living-learning environment
- Promote academic excellence
- Provide quality customer service
- Nurture ethical behavior
- Provide co-curricular learning opportunities

Living the Lion Way

Lion Community Living Standards

RLHS is committed to providing a fair and just environment for all persons within the residential community. The policies and procedures within this publication apply to all residents, guests, and visitors in all residential living areas. These policies are meant to help all residents, visitors, and guests understand the procedures and processes available while residing at and/or visiting Langston University. Residents, guests, and other members of the LU community are expected to follow all Langston University regulations, policies, and the [Student Code of Conduct](#). Failure to abide by the policies outlined in this publication may result in disciplinary action as described below and/or as outlined in the Student Code of Conduct. Furthermore, any violation(s) of federal or state law may be subject to prosecution under any applicable federal or state law.

Alcohol & Tobacco

Alcohol, tobacco, e-cigarettes, or other vaping products are prohibited on all campuses of Langston University. RLHS supports an environment that is alcohol and tobacco-free to help ensure comfortable, safe, and academically successful communities. In addition to the [Student Code of Conduct](#), RLHS prohibits the following:

- The possession of empty alcohol containers, tobacco-based packaging, and hookahs.
- The possession or consumption of alcoholic beverages or tobacco by residents and guests within the interior living spaces, including balconies and patios, is strictly prohibited even if the resident(s) and guest are of lawful age.
- Underage drinking.

Students who are found responsible for smoking, lighting items with open flames, or using vapes will be assessed at a \$100.00 charge and a follow-up from the conduct office. Repeated actions may result in the loss of housing privileges.

Community Civility and Compliance

Actions that disrupt the community and/or otherwise make the atmosphere unwelcoming to all persons are prohibited. Interfering with staff members while they are performing their duties will not be tolerated. Such interference includes but is not limited to: disruptive behavior, harassment, threats, intimidation, and/or other violation(s) of Langston University policy, state, and/or federal law. Below are some specific examples of inappropriate behavior:

- Improper use of or tampering with fire equipment or other life-safety equipment, whether located on or off Langston University property.
- Residents or guests who fail to identify themselves or knowingly provide false identification to a Langston University official or sworn officer.
- Counterfeiting, altering, and/or misusing any documents, forms, records, or identification cards, including Langston University records.
- Possessing and/or sheltering unauthorized animals on-campus without approval.
- Participating in illegal and/or unsanctioned solicitation on the residential premises of Langston University.

Consolidations

RLHS reserves the right to consolidate rooms for any students who, for whatever reason, are left without roommates during the year. Residents in a double-occupancy housing unit that do not have a roommate will have the following options:

- Elect to pay the single room rate. This option is available only when space is available. Private room rates will be determined on the remaining prorated portion of the contract.
- Choose to move into an unoccupied space within the community.
- Identify another resident within the community, without a roommate or suitemate, who is willing to move into the room.
- Be prepared to accept a new roommate at any time by always ensuring the unoccupied space is move-in ready.
- Agreeing to accept a roommate assigned by RLHS.

Residents in an apartment-style housing unit that do not have a roommate(s) will be relocated to another unit with an empty bedroom.

Prohibited Items and Appliances

Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. RLHS regulates the use of these appliances to ensure the safety and security of the community.

Mini refrigerators are permitted, subject to the following limitations: the unit must have an amp usage of three (3) amps or less and the unit may not exceed five (5) cubic feet in size per bedroom. The university is not responsible for loss of items, such as power outages. Residents are also responsible for food left in community refrigerators, please be sure to check your items, particularly during breaks, as Residential Staff will remove items left during these items to avoid food becoming spoiled.

Students may have one (1) microwave oven in any residential unit provided by RLHS. Students may purchase individual microwaves for apartment-style living; however, microwaves must be rated nine

hundred (900) watts or less at the highest setting. The purchasing of additional microwaves is not permitted in traditional-style hall communities (Young Hall). Cooking appliances are only provided in the Commons Apartments. Any electrical extension cord that is used must be fourteen (14) gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc.

- **Prohibited Appliances**

Prohibited appliances in *traditional halls* and *apartments* are: open fire or open coil cooking appliances, such as electric griddles, toasters (ovens), George Foreman Grills, and traditional coffee pots (not including Keurig types).

Prohibited in *all halls* are air conditioners, deep freezers, large amplifiers (public address system, oversized stereo, acoustic or electric musical instruments and percussion instruments), wireless routers, and halogen/lava lamps. Ring doorbell or other electronic devices that photograph, videotape, film, digitally record, or by any other means, secretly view, with or without a device, another person without that person's consent in any location are not allowed.

- **Candles & Incense**

Burning candles and incense, as well as kerosene lamps and other flammable liquid-fueled devices, are prohibited in all University owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. Melted wax air fresheners such as the Scentsy style heated by a light bulb are acceptable. Candle warmers which include a hotplate area are prohibited.

- **Network Devices**

In order to protect the Data Communications Network, devices other than computers, servers, and workstations must not be plugged into any network port. This includes, but is not limited to hubs, switches, repeaters, routers, network modems and wireless access points. These devices may be incorrectly configured or incompatible with the LU Network causing outages and reliability problems to all or part of the network.

- **Weapons**

Weapons are not allowed in any Residential Life facility. Weapons may include but are not limited to BB guns, pellet guns, paintball guns, knives, swords, crossbows, archery bows, handguns, shotguns, rifles, and ammunition. RLHS, Langston University Police Department, and state authorities can determine what qualifies as a weapon, including a common item that is used in a threatening manner, and can ask that it be removed from the premises. Disciplinary action may also be taken. If you possess a gun, you can store it with the Langston University Police Department free of charge.

- **Fireworks & Explosives**

Under state and federal law, fireworks and explosives are prohibited in RLHS buildings and on grounds. Flammable liquids including gasoline, propane, lighter fluid, etc. are also prohibited in RLHS buildings and on grounds.

- **Portable Grills, Charcoal, and Propane**

Portable charcoal/gas grills as well as charcoal, lighter fluid, or propane gas are prohibited in RLHS buildings and on grounds.

- **Electric Vehicles**

Possession, use and/or charging of electric vehicles, excluding any ADA-approved equipment, are/is prohibited in all residence halls and campus apartments, including Family and Graduate Student Housing. Electric vehicles includes, but is not limited to, electric scooters and one-wheels. . It is prohibited to store such vehicles inside the premises, on patios/balconies, stairwells, landings, breezeways, and walkways.

- **Screens**

Screens are not to be removed from the windows and should remain in place on all windows.

- **Windows, Balconies, and Air Vents**

No items may be hung outside the windows, placed on the ledges, or on balcony or patio railings. Air vents must be unobstructed.

Confiscation

Langston University personnel may confiscate items that are unsafe and/or illegal, in violation of RLHS or Langston University policy. In instances when RLHS has confiscated an item(s), a notice will be left in the room in which the item(s) was confiscated, and the resident(s) of that room should expect to receive further notification from their Resident Director (RD) about any follow-up that may be required.

Decorations

Decorations may not cover exit signs, extinguishers, alarms, or like items. Decorations also may not cover exit doors and hallways, exterior lights, or security peepholes. Students must leave a 4-inch non-decorated perimeter on the door. Paper may not hang over any edge of the door. Additionally, students must abide by the following:

- Residents may not hang lights on the exterior of the building, outside of their rooms, or apartments.
- Electrical lights are permitted inside the room but must be UL labeled and designed for interior use.
- Lighting must be plugged directly into an outlet in the room that the light is installed. (Cords are not permitted to go from one room to another, including through a doorway, floor, or ceiling).
- Lighting strings may not be plugged into one another and can only be displayed indoors.
- Making holes in walls, placing items on the exterior of the building (antennas, cable, etc.) is prohibited.
- Clothing, banners, satellite dishes, flags, blankets, or messages may not be displayed in windows or placed outside the building.

Dining Facility Regulations

- A valid Langston University student ID card is required for entrance to the dining hall. Langston University student ID cards and/or related privileges are not to be shared. A card used by anyone other than the owner will be confiscated.
- Disturbing the peace and/or throwing food or objects in the dining hall is not allowed.
- Food must be consumed within the dining hall. Only beverages may be taken out of the dining facility.
- Plates, silverware, and other dining services property must remain within the facility; removal of any of these items will be considered theft.
- Skateboards, roller blades/skates, hoverboards, and manual scooters are not permitted in the

dining hall.

- Students, guests, and visitors must take trays, dishes, and trash to the designated area when they have finished dining.
- Entrances into the kitchens, storerooms, loading dock(s), and areas used to prepare food are restricted to authorized persons.

Drugs

Drugs are not permitted at Langston University. RLHS supports a drug-free environment that is comfortable and safe to ensure academic success. In addition to the provisions of the Student Code of Conduct, which address the use and possession of drugs, RLHS policy states as follows:

- While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana. Therefore, the possession and/or use of marijuana is prohibited on campus property and at university-sponsored activities.
- Possession or the use of any illegal drug or drug paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs, crushers, pipes, water pipes, or any items that have been modified to consume drugs.
- Possession or use of prescription drugs not prescribed to the student are prohibited.
- Selling, manufacturing, or distributing any illegal drugs or drug paraphernalia is prohibited.
- The misuse/abuse, selling or distribution of any prescription drug or misuse/abuse of any over-the-counter drug(s) is prohibited.

Fire Safety

- The use of non-surge protected extension cords or multi-plug outlet adapters is not allowed. Only UL-approved power strips are allowed.
- Residents cannot run extension cords from any interior building outlet to an exterior location.
- Flammable liquids, such as gasoline or fuel, and any containers that contain or have previously contained flammable liquids are prohibited in RLHS buildings and on grounds.
- Live holiday decorations (trees, garlands, etc.) are prohibited.
- Falsely reporting, setting off, or causing a fire alarm is prohibited.
- Burning of any substances in the residence hall and apartments is not permitted.
- Lanterns/oil lamps and flammable liquids are prohibited
- Storing, transporting, or discharging fireworks of any kind is prohibited.
- Portable/space heaters are prohibited (unless supplied by HES Facilities)
- Butane and butane torch lighters are prohibited.
- To enhance the safety of everyone—including emergency response personnel—residents and guests must follow directions given by staff and emergency responders. Residents and guests should evacuate the building immediately and follow all instructions of emergency responders.

Fire Drills

All residents, guests, and visitors must leave the respective university housing unit when the drill begins. RLHS defines guest as a person (non-resident) who is hosted by a person who lives within one (1) of four (4) residential areas. This term encompasses Langston University students who do not reside on-campus. A visitor is defined as a person who visits a place, regardless of invitational status (i.e., tourist, family, etc.).

If all persons do not evacuate a housing unit in a reasonable amount of time, the drill is repeated until RLHS is satisfied with the time required to evacuate. All repeat fire drills will be unannounced. Disciplinary actions may be taken if residents fail to comply with fire drill procedures.

Fire Alarm Procedures

- When a fire alarm sounds, all individuals should leave the building immediately – do not assume it is an alarm test (unless a test has been announced) or a false alarm. All fire alarms are required to be treated as a real alarm activation.
- Close all doors to help control or prevent the spread of fire and smoke.
- Help others that require additional assistance if applicable.
- Move to designated assembly areas to ensure all occupants have exited the building, notify others if anyone needing aid is still inside the building.

Smoke Detectors and Sprinklers Systems

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Housing Staff and HES Facilities. Sprinkler systems have been installed for added safety in all residence facilities. Residents must adhere to the following:

- Sprinklers must never be painted.
- Nothing may be hung from the sprinkler piping or sprinkler heads.
- Sprinkler heads may never be obstructed or altered.
- Nothing may be stored within eighteen (18) inches of a sprinkler head.
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas, as they may damage smoke detectors and/or the sprinkler system.
- Any damage to the sprinkler system should be reported to the housing clubhouse or front desk immediately.

By mandate of the State Fire Marshall, regulations are in effect regarding tampering with any fire safety equipment. This includes but is not limited to the propping of fire-resistant doors; and tampering with (includes covering) smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. Activation of fire alarms in nonemergency situations is prohibited (e.g., cooking, vapes, pull stations, etc.).

On first occurrence of tampering or activation will result in the resident(s) being assessed a fine of \$500 (if double occupancy; Young Hall), then each resident will be assessed \$250. If in a common area of an apartment, each resident will be assessed an equal split (ex. three residents assigned to an apartment will be assessed \$167) The resident(s) will also be placed on disciplinary probation and receive an educational sanction. In addition, an incident report will be submitted to the Assistant Dean of Students to administer a conduct review regarding the violation. The students involved may be requested to complete an educational sanction as a result of the incident.

On the second occurrence, a \$500 fine will be assessed to each resident if double occupancy (Young Hall). If in a common area of an apartment, each resident will be assessed a \$500.00 fine will be assessed to each resident assigned to the apartment. In addition, an incident report will be submitted to the Student Conduct Hearing Panel to seek removal of housing privileges. If confirmed based on the hearing review process, an immediate removal will be administered. Such students will remain financially responsible for the full amount of their housing contracts. In addition, an incident report will be forwarded to the Langston University Police Department for a code violation ticket (potential fine of \$5,000 and one-year imprisonment).

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please call the RLHS at (405) 466-6028, and they will submit a work order to have the battery replaced. Residents are not to replace the battery themselves.

FERPA

FERPA is the Family Educational Rights Privacy Act of 1974. FERPA provides students with the right to inspect their educational records. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education. For more information on FERPA, visit: <http://www.langston.edu/student-right-know>

Furniture

All University-owned furniture is designated for use in the space to which it is assigned. The removal of furniture from its designated location is prohibited. At no time may furniture be removed from the room/suite/apt or left outside the unit on a balcony or porch. If present, the closet door must always remain attached to the closet.

RLHS strongly discourages residents from purchasing used furniture and placing it in a hall or suite. Residents who bring furniture that contains pests will be responsible for remediation costs to rid residential space of the pests.

University Housing Guest Policy

RLHS defines the term guest as a person (non-resident) who is hosted by a person who lives within one of four residential areas. This term encompasses Langston University students who do not reside on-campus.

- All guests must comply with all local, state, and federal laws, and all applicable University policies.
- Residents are responsible for their guests' actions and will be held responsible in adherence to RLHS policies and the Langston University's Student Code of Conduct.
- Any guest who violates any RLHS or University policy while in the residential areas may be subject to disciplinary action, including removal from the building and/or restriction from accessing the residential areas or the campus as a whole.
- No guest may stay in a room for more than six (6) nights in an academic year. Guests in the building must always be accompanied by their host-resident, including to and from the entrance, restrooms, and all Langston University residential areas.
- Residents are not allowed to have a overnight guest for more than two (2) consecutive nights. If residents exceed the maximum number of days, the resident and/or guest will be assessed a squatter fine of **\$500** and may lose housing privileges with the University. The term squatter is defined as a student or non-student who is residing within a residential space without authorization from RLHS.
- No guests are allowed in the halls or apartments during the last two (2) weeks of the academic term.

Harassment

Harassment of any type is unacceptable and is prohibited under University Policy.

- Harassment may include, but is not limited to: any behavior physical, verbal, or electronic that threatens an individual or creates a hostile environment for an individual based on race, sex, gender, color, religion, national origin, veteran status, sexual/affectionate orientation, political belief, or other status protected by state and federal statutes. Complaints of harassment should be reported to the Dean of Students as outlined in the Student Handbook.

Housekeeping

- Residents are responsible for regularly cleaning their rooms/apartments.
- Failure to maintain living areas to the minimum standard of cleanliness is a cause for disciplinary action and possible removal from University housing.

- Personal trash cans or recycling bins must be taken to the appropriate outdoor trash and receptacles if full.
- Residents are responsible for maintaining the cleanliness of all community areas (ex. study rooms, kitchens, and lobbies).
- There is a limited amount of freezer space in the Centennial and Commons Apartments. All items placed in freezers must be properly labeled and wrapped.
- Residents are responsible for following any procedures required to ensure appropriate pest management can be performed in their living space. If bed bugs are located in a room/area, the affected resident(s) must comply with all directives given by the University or by the pest control representative.
- Hazardous materials are prohibited (not including household cleaners)

Community Cleanliness and Damages

If members of the community and RLHS staff are unable to determine the individuals responsible for the lack of cleanliness in and/or damages to community areas (lounges, floor hallways, lobbies, building exterior breezeways, etc.), all residents in that area will be billed a community fine for that hall or apartment building. For this reason, we encourage residents to report vandalism or cleanliness issues. By reporting these issues, residents can help to avoid unnecessary costs.

Lockouts

- A lockout is when a resident has locked themselves out of their assigned housing unit, and requires assistance from RLHS staff to gain access to their housing space.
- Residents who are locked out and request RLHS staff to provide access to their apartment/bedroom will not be charged for the first such lockout.
- If a resident is unable to present their room key when requesting a lockout, an RLHS staff member will order a lock change in an effort to ensure security. In any such instance, the resident will incur the cost of the lock change, which is \$375.00.
- Requests for access to their apartment/bedroom resulting from a second lockout will be charged \$10.00.
- A third lockout will necessitate the submission of a lock change, which will be billed to the resident at a cost of \$375.00 per lock change.

Parking

Only vehicles with the appropriate parking permits are allowed/authorized to park in the Langston University residential lots. For more information, please visit the campus [parking and transit website](#).

Passive Involvement

Residents, guests, and visitors must adhere to RLHS policies and the Student Code of Conduct. All community members must take an active role in the development and well-being of the LU Community. All community members are responsible for the behavior and choices each community member exhibits. It is the hope of RLHS that residents, guests, and visitors will abide by all Langston University housing policies. If residents are ever in the presence of a policy violation, actionable responses available to any resident, guest, and visitors include but are not limited to:

- Attempt to stop the violation.
- Contact RLHS staff.

- Remove yourself from the situation.
- If a resident(s) chooses to stay present while a policy violation is occurring, then the resident(s) will be included in the incident report and could be held responsible for a policy violation.

Personal & Property Safety

Langston University takes each student's safety very seriously and provides blue emergency phones across campus. There are on-call professional and student staff members available from 5pm-8am. The on-call staff can be reached at 405-466-5510. One of the most important factors in providing a safe environment is personal prevention. Residents should always lock their room/unit doors, including when at home and when leaving the room, even if it is just to walk down the hall. Always remember to be aware of your surroundings. Langston University is not responsible for any damage or loss of personal property due to facility failure, severe weather, theft, or other incidents and it is recommended that residents carry personal property insurance.

Pets/Animals

Residents who need accommodation for an emotional support/assistance animal will need to contact the Office of Disability Services before the animal is allowed on campus. To be considered for an emotional support animal, information is needed on the letterhead of your physician, licensed psychologist, or psychiatrist stating your disability, that they have prescribed you with an emotional support animal, with the name, signature, and credentials of the licensed professional. Please email the documentation to connie.hughes@langston.edu or deliver it to Page Hall, Room 112.

Owners/handlers of approved pets/animals are responsible for the removal of the waste of their pet/animal. For the first offense of the non-removal of pet/animal waste, the owner/handler will be charged **\$25** with the amount increasing for each offense. Langston University is not responsible for what happens to any animal/pet when it is removed or while it is living on university property. Additionally, Langston University is not responsible for any injuries or damage caused by any animal/pet on campus.

Unapproved pets/animals are not allowed in Langston University residential housing and must be removed immediately. Residents in violation of this provision will face an immediate minimum fine of **\$500**, with additional charges as needed to restore the unit to an occupiable state (as determined by the RLHS). Continued infractions will result in increased fines and possible removal from university housing.

Check-In

Residents will be instructed what day(s) they can check-in via email or letter from RLHS. Prior to arrival, residents should have completed the housing application and emergency contact information form. Residents must be enrolled to confirm their housing assignment. Residents are encouraged to refrain from arriving to campus if they have not been assigned a housing space.

Check-Out

Residents must schedule a check-out appointment with their assigned Resident Director (RD) and Resident Assistant (RA) at least twenty-four (24) hours in advance of their departure. The office staff will then go to the room/apartment with the resident, assess the condition of the room/apartment, update the Room Condition Form, and collect room/apartment and mailbox keys. The office staff will then instruct the resident on any further information needed regarding the room condition, charges, and forwarding mail.

The room must be cleaned to the standard it was at the resident's check-in, furniture arranged as at check-in, and all personal belongings must be removed. A detailed report of the conditions of the room and damage charges will be made by RLHS, which could result in adjusted charges at the time of check-out. Please note that failure to obtain approved release from RLHS (improper checkout) will result charges continuing after

the resident's date of check out, up to and including the remaining balance of their housing contract.

Residents have fourteen (14) days from the time RLHS assess charges to contest the charges. If a resident wishes to appeal any charges, they must submit their appeal request to luhousing@langston.edu

Improper Checkout

If upon check-out a resident does not adequately clean the room, leaves the room in disorder, fails to check-out in the appropriate timeframe, or chooses to abandon the room the resident will be charged a \$100 improper check-out fee, and the charge will be assessed and charged to the resident's bursar account.

Property Abandonment

Items left in the room or apartment by a vacating resident will be removed at the resident's expense. The vacating resident will be sent an e-mail notice to the listed email address and given fourteen (14) days thereafter to claim the items. If no response is received within the 14-day timeframe, the University will dispose of these items by donating them to a local charity. Removal and storage fees will be charged to the resident's bursar account in the amount of \$250.00.

Common Area Damage

If the members of the community and RLHS staff are unable to determine the individual(s) responsible for vandalism and/or damages to common areas (lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed for common area damages for that hall. For this reason, we encourage you to report vandalism. By reporting these issues, residents can help to avoid unnecessary costs.

Room Entry/Room Search

Langston University recognizes and respects residents' desire for privacy and will make every effort to ensure and protect residents' privacy rights. However, Langston University reserves the right to enter any part of the premises, with or without notice, at any time for reasonable institutional purposes. Such purposes include, but are not limited to, the following:

- To provide scheduled cleaning and/or pest control
- To conduct an inventory of university property
- To silence unattended loud alarms, stereos, radios, phones, or other noise-producing devices
- To address emergencies
- To provide maintenance and repair work
- To determine compliance with all relevant health and safety regulations.
- RLHS staff will inspect rooms for health and safety concerns.
- Law enforcement officials may enter, in accordance with the law.

Renters Insurance

Residents are strongly encouraged to purchase renter's insurance to protect their personal belongings. Langston University provides coverage only in limited circumstances, such as when the university is directly responsible for damages. In situations caused by inclement weather, theft, mechanical failures, or other circumstances, residents are responsible for any damage that may occur to their personal property.

Langston University recommends residents discuss the potential need for renter's insurance with an insurance agent or with the providers of their parents'/guardians' homeowners' insurance for coverage options.

Noise

Courtesy Hours: twenty-four (24) hours a day, seven (7) days a week. During courtesy hours, a resident may ask other residents to reduce the noise level. Noise should not be disruptively audible inside and/or outside of the building.

Quiet Hours

Sunday through Thursday, 10:00 p.m.-8:00 a.m. and Friday-Saturday 11:59 p.m.-10:00 a.m. The last week of class and finals week RLHS adheres to 24-hour quiet hours. During quiet hours, sound should not be heard beyond the boundaries of the resident's room/unit. All community members are always expected to be respectful of others.

Parties/Social Gatherings

Parties/Social Gatherings are not permitted. A party/social gathering is defined as more than ten (10) people in an apartment style residence hall and more than four (4) people in a room in a traditional style residence hall space at any given time.

Housing Damage Cost List

Before vacating a unit, all appliances, furniture, and property are to be left in the same condition and/or setup as were present at the resident's initial check-in. If incidents occur where damages occurs during a resident's stay, it is important for the resident to report any such damage right away. If damages are not listed on a student's original check-in room assessment sheet, the student will be responsible for covering costs associated with the damage.

The housing damage cost list can be viewed on the housing webpage.

Security

- The Langston University student ID card is the property of Langston University. Only the student to which the ID belongs may access the privileges and services provided. It is prohibited to give, loan, or otherwise make available your Langston University student ID card to another individual(s).
- Loss of a Langston University student ID card must be reported to the Langston University Police Department (LUPD). A Langston University student ID used by anyone other than the owner will be confiscated.
- The propping open of locked doors or allowing access to non-residents of the building is prohibited
- Building entry is restricted to residence hall residents and their invited/accompanied guests. Entering through locked side doors, windows, or attempting to break-in or enter is prohibited. Unauthorized use of a key, combination, or another method to gain entry to locked facilities without university authorization is prohibited.
- Allowing another person or persons to enter the building by holding the security door open for them (tailgating) is prohibited.
- If a resident or guest believes someone is missing, you should quickly notify LUPD or the housing staff. In accordance with the Higher Education Act, 20 U.S.C. § 1092(j), Langston University has developed an investigation and notification policy regarding students who reside in on-campus housing and have been reported as missing. The Missing Person Policy is available at:

<http://www.langston.edu/about-us/administration/campus-police>

- Child Supervision: Parents/guardians are always responsible for the behavior and supervision of their children in all residence halls, apartments, and associated areas.
- Children are not permitted to be left alone overnight without proper adult supervision. Children of non-residents are subjected to be in accordance with the Langston University Guest Policy.
- Cases of child neglect or abuse must be referred to the RLHS staff for referral to appropriate authorities.

Sexual Misconduct

Students who are survivors of sexual misconduct are strongly encouraged to report the assault. Reporting an assault to LUPD or other law enforcement authorities does not require filing a criminal charge(s), but it does allow for all support systems to be put in place for the survivor. Filing a police report will provide an opportunity for collection of evidence helpful in the prosecution and will allow the student to be connected to the appropriate support and medical resources.

Reporting is best done as soon as possible after the assault, but it may be done at any time. Students should make their report to the LUPD and the Title IX Officers.

Smoking

Smoking is prohibited on all Langston University campuses.

Solicitation

Selling door to door in the residence hall and apartments is not permitted. Also, students are not permitted to operate a business from a residence hall facility or Langston University apartments. This includes businesses operated through the internet. Solicitation of business operations is prohibited.

Sports in the Halls or Apartments

- Sports activities are not permitted inside the residence halls or close to the buildings.
- Actively using bicycles, skateboards, rollerblades, skates, or other related equipment is not permitted in any RLHS building.
- Under no circumstance will bicycling, skateboarding, rollerblading, skates, or related devices be allowed on ramps, curbs, benches, steps, or stairs and any other structure around the residence hall or apartments.

Technology/Telecommunications Misuse, Tampering, or Damage

RLHS, in partnership with Information Technology Services (ITS), reserves the right to monitor the flow of traffic over the network and make changes to the web to optimize the system for academic purposes. RLHS and ITS reserves the right to disconnect any user at any time for any purposes.

Traditional and Non-Traditional Residential Living Areas

RLHS has three (3) traditional and one (1) non-traditional residential living areas. Traditional living areas are for students who ages range between 18-24 years of age, without children, and or spouse. Non-traditional living areas are for students who are 25 years of age and older, have a child(ren), and or are married. No student may reside within a traditional residential living area with a child and/or spouse. Listed below are the defined residential living areas:

Centennial Court Apartments (Traditional—Freshmen Only)

Langston Commons Apartment (Non-Traditional)

Scholars' Inn Apartments (Traditional)
Young Residence Hall (Traditional)

Filing an Incident Report

Any resident, student, faculty, or staff member of Langston University may file an incident report (IR) regarding a resident or guest for failure to follow the policies outlined in this document. RLHS staff will be available to assist with obtaining an IR form and filling out the complaint. Staff within RLHS can file IR's regarding matters brought to their attention either by direct observation of student behavior, through online media, or through student communication. An IR should include the following information:

- Name of the accused
- Address of the accused
- Date the complaint is filed
- Date of the alleged violation
- A narrative of the incident and summary of concerns
- Name and address of the person filing the concern
- Name and address of potential witnesses

Note: Once a resident, student or faculty member completes an IR, the report can be provided to any RLHS staff member. A staff member will review the complaint and follow the most appropriate procedure for addressing the concerns documented in the report. Depending on the type of grievance, the individual who files the report may not be informed, apprised or updated of the results of the process. Students reporting an incident involving sexual misconduct are strongly encouraged to contact LUPD and the Langston University Title IX Coordinators as soon as possible, and RLHS staff can assist students with these referrals.

OUR CAMPUS
IS NOW **PROTECTED BY**



Campus**Shield**
Smartphone App

Langston University has implemented a free safety app entitled Campus Shield, which is available to the entire University community. With this launch, LU is among the few universities statewide to offer a comprehensive safety app with technology that can accurately locate individuals who are in distress, even when they are inside a building. The Campus Shield app provides the campus community with greater access to safety resources.

The LU community can now signal for emergency assistance 24/7, from anywhere on and off campus, from the app. Callers using the emergency feature off-campus will be connected to the closest 911

dispatcher. The primary function of Campus Shield is to serve as an emergency communication tool between the university community, campus police, and emergency services.

The Campus Shield app offers four (4) major features — emergency calls, non-emergency tips, FriendWatch, and additional resources such as the student handbook, emergency procedures, and the First Capital Trolley schedule.

The FriendWatch feature is a peer-to-peer safety service which allows app users who want additional safety to assign a group of friends to be notified during activities of higher risk, such as while jogging alone or walking to and from class. Initiating FriendWatch starts a timer which will notify friends if the app user does not check in at the end of the timer.

Langston University is excited to launch this service as it provides an excellent enhancement to the strong safety measures that are already in place for the LU community. The application is available for free on both Android and iPhone devices. All members of the LU community are encouraged to download this app today and begin using these features.



Langston University places the highest value on the safety of our students, faculty, and staff and has contracted with a nationally recognized firm, Rave Mobile Safety, to provide the most reliable emergency notification system available. All Langston University constituents are encouraged to register for Rave alerts to receive timely communications and warnings. Rave provides an emergency alert system capable of delivering messages to cell phones, landlines, and email to alert Langston University constituents of weather-related closures/delays and emergency situations on or around our campuses.

Rave alerts allow the LU community to be notified in real time. Langston University uses the Rave system to send critical information needed to stay safe or with instructions to take precautions during potentially hazardous or emergency situations.

Register for campus alerts by visiting <https://www.getrave.com/login/langston>, or navigating through www.langston.edu > Logins > Campus Alerts and following these simple steps:

- 1) Click on "Register"
- 2) Complete the sign-up form with your name, email, password, and phone number.
- 3) Your registration process will be complete, and you will be signed up to receive campus alerts straight to your mobile device or via email.

This service is provided by Rave Mobile Safety is trusted by thousands of institutions as well as state and local authorities. Rave Mobile Safety sends millions of messages daily and performs efficiently in critical situations such as severe weather.

All members of the LU community and their families are encouraged to sign up for Rave alerts in order

to be prepared should an emergency occur.

Title IX Resources

RESOURCES	PHONE NUMBER
Mrs. Theresa Graves Powell, Title IX Coordinator	405-466-3201
Mr. Joshua Busby, Dean of Students	405-466-3444
LU Police Department	405-466-3366
OSU A&M Victim Advocate Hotline	405-564-2129
Wings of Hope Crisis Center 24/7 Hotline	405-624-3020