

Morrisville State College Housing License
Office of Residence Life/Morrisville Auxiliary Corporation
2009-2010

<http://www.morrisville.edu/Intranet/>

I. Introduction

A. The primary purpose of the Morrisville State College Housing License is to safeguard the rights of all residents and to prevent any abridgement of those rights by the acts of others.

B. "The SUNY Board of Trustees Rules for The Maintenance of Public Order," "The Rules of the Morrisville State College Council Regulating Student Conduct and Behavior" including "The Student Code of Conduct" and the associated policies, violations and sanctions published in the Morrisville State College *Student Handbook*, are referenced in this document and are considered part of the college housing license. Students are expected to read abide by these policies and procedures (available for review, in their entirety, on the college intranet at <http://www.morrisville.edu/Intranet/>).

II. Provisions

A. Students who live in Morrisville State College housing must sign a housing license and hold a residential meal plan. Exceptions are granted to students living in apartment-style buildings where kitchens are provided. All freshmen are required to live on campus. Freshmen admitted in the fall are required to sign the housing license and are liable for that entire academic year (both fall and spring semesters); freshmen admitted in the spring semester are required to sign the housing license and are liable for that spring semester. Exceptions to the housing requirement include students who transfer to Morrisville State College and are designated above freshmen status based on credits accepted, those who can commute from their permanent home residence within a 30-mile radius from the college, and those 21 years of age or older. Any student who qualifies for one of these exemptions who decides to live in college housing will be expected to meet the terms of the housing license, including living in college housing for both the fall and spring semesters. Students who wish to be exempt or released from the housing license must apply for exemption or release with the Office of Residence Life. Students may or may not be released from their license and should not move out of college housing or enter into any off-campus housing agreement until their application is reviewed and a decision is reached by committee. If the committee grants a request to move out of college housing, the student may be charged a mandatory administrative processing fee equivalent to one month's room rent [all calculations will be performed by the Business Office]. If a residential student is *academically* suspended/dismissed from the college and that decision is changed by the college, they will remain bound by the housing license signed before the dismissal decision. The college does not provide married/family student housing.

B. Students are subject to dismissal from the college or college housing for misconduct or violation of guidelines, policies and the Student Code of Conduct. Residence life reserves the right to reassign occupants or terminate any housing license when it is determined to be in the best interest of the college or college housing system. Where the termination of a license results from disciplinary action no refund will be provided.

C. The college may change this license as deemed necessary.

III. Pertaining primarily to License and Occupancy

A. Terms of License

1. Room Rate

Students living in college housing are required to be registered for classes. The first day of classes is considered to be the initial date of occupancy for payment/refund purposes. From this point the student is liable for ½ of the room rental and service charge. The college is not obligated to house students prior to established student arrival times or past designated departure times, or during break periods.

Housing room rates do not cover rental of rooms during these times. Exceptions may be granted and students may be charged for housing during these times.

2. Room Assignments

Building, room, and roommate assignments are made by college housing staff after a housing down payment is paid and the housing license is signed. Students may be assigned temporarily to an over-occupancy room or overflow facility. Before the close of the academic year, current residents may request rooms for the next year in accordance with published room selection materials. Requests are honored whenever possible. However, college housing staff reserve all rights in the assignment or reassignment of students to any space on campus.

3. Occupancy Management

Room changes must be approved in advance by college housing staff. Students with sole occupancy of a room designed to hold additional students or occupying a single room in a housing facility, will pay an additional fee beyond the standard room rate, regardless of the reason for the vacancy. During designated room freeze periods, students who DO NOT wish to live in a single, must notify their Residence Hall Director to avoid being billed for living in a single during the room freeze period. If the office of Residence Life determines that another student or room is unavailable, the single room rate will not be assessed for that time period. Students who do not relocate or find a roommate, will be assessed the appropriate fee for living in a single. Students placed in a single room for disciplinary reasons may be charged the single room rate for that time period.

4. Use of College Housing during Breaks or when Classes are not in session

A resident student is required to vacate his/her housing assignment when college housing closes for breaks or within 24 hours after completing their last classes or examinations, unless an exception is authorized by college housing staff. Temporary housing may be offered for short breaks. When such housing is offered, students must complete an application in the Residence Life Office. Students authorized to stay for any amount of time, will be charged a fee. During break housing, minimum services are available, students may be required to relocate to a designated housing area and guest privileges are suspended during the break period. The college may occasionally use student rooms during break periods. Graduating seniors may generally remain in their college housing assignment until graduation. Students may not return to campus before college housing opens, unless an exception is authorized by college housing staff. Students returning early will be charged a fee. During breaks or past designated departure times University Police patrol college housing facilities and unauthorized person(s) are subject to arrest for trespassing. Residents living in MAC operated housing facilities are generally allowed to stay during all college breaks with the exception of summer recess.

5. Check-Out Procedures

Any student who moves out of college housing at any time, must follow these procedures within 24 hours of departure or a reasonable amount of time (to be determined by college housing staff): **a.** Remove all personal belongings from the room/suite and return furniture to original position **b.** Clean the room and have it inspected for damages by staff **c.** Sign the room condition form, noting any changes [Final inspection and damage assessment to be completed by professional housing staff at a later date] **d.** Turn in all assigned room

