



Office of Residential Life, Boston College

Housing Assignments: Conditions for Residency 2023-24

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**TABLE OF CONTENTS**

TABLE OF CONTENTS ..... 1
Mission Statement..... 3
Values..... 3
General Policy Statement ..... 3
COMMUNITY WIDE EXPECTATIONS..... 6
Alcohol Policy ..... 6
Area Regulations ..... 6
Bicycles; Motorized Transportation Devices ..... 6
Damage Policy..... 7
Guest Policy and Non-Residents ..... 7
Hall Sports ..... 8
Laundry Services ..... 8
Living & Learning Communities ..... 8
Lounges and Shared Community Spaces ..... 9
Mail and Package Delivery ..... 9
Posting Policies ..... 9
Quiet Hours and Noise Disturbances ..... 9
Residential Staff ..... 10
Smoking..... 10
Social Gathering Policy..... 10
Solicitation and Business Operation ..... 11
Telephone, Laundry and Vending Machines..... 11
Vehicle Registration and Parking ..... 11
HOUSING ASSIGNMENT POLICIES..... 12
Financial Policies ..... 12
Guaranteed Years of Housing ..... 12
Hall Closing..... 12
Hall Opening..... 13
Health Plan..... 13

Meal Plan .....	13
Residence Hall Closings.....	13
Room Assignments and Changes .....	14
Room Assignment Cancellations and Changes .....	14
Room Selection Restrictions .....	15
Room Vacancies .....	15
Temporary Housing.....	15
Withdrawals, Leaves of Absence, and Refunds .....	16
<b>SAFETY &amp; SECURITY.....</b>	<b>17</b>
Access Cards and IDs.....	17
Cameras .....	17
External & Internal Doors .....	17
Fire Safety .....	17
Health and Safety Inspections; Right of Entry .....	19
Keys and Combinations.....	19
Windows, Window Tabs and Screens .....	20
Other Safety Regulations .....	20
<b>STUDENT ROOM INFORMATION.....</b>	<b>21</b>
Animals.....	21
Cleanliness and Maintenance .....	21
Decorations.....	22
Furnishings .....	23
Means of Egress .....	23
Personal Property and Insurance.....	23
Prohibited Items & Appliance Specifications .....	24

### **Mission Statement**

The Boston College Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University.

### **Values**

- **Community**: Nurture a welcoming and supportive environment that encourages individual growth, relationship building, and civility.
- **Inclusivity**: Honor the inherent dignity of each member of our community, enabling them to share and grow from each other's unique experiences and backgrounds.
- **Learning**: Encourage intellectual inquiry through meaningful interactions, creative collaborations, and thoughtful reflection.
- **Faith and Spirituality**: Cultivate spiritual growth and formation informed by the University's Jesuit, Catholic tradition.
- **Care**: Embody the Jesuit ideal of *cura personalis*, care for the whole person, while addressing the various needs of our students.

### **General Policy Statement**

Students must read this document in full before signing the 2022-2023 Residency Agreement.

1. Residency at Boston College is a privilege and not a right. It is granted by the Office of Undergraduate Admission and maintained by the Office of Residential Life. Requests for accommodations based on disabilities will be reviewed by staff from Residential Life, the Dean of Students Office, University Health Services, and University Counseling Services as required by applicable law. Specific deadlines for requests are posted on the Housing Application. Residential Life at Boston College is intended to be a cooperative living arrangement within a community with a Jesuit, Catholic tradition. Resident students have rights and responsibilities toward each other and toward the University in support of the common educational goals and values of Boston College. Residents must abide by the Conditions for Residency set forth as well as the University's Student Code of Conduct. This agreement neither creates nor intends to create a landlord-tenant relationship between Boston College and residents.
2. To be eligible for resident status, a student must be enrolled at Boston College as a full-time, undergraduate degree candidate; Woods College students are not eligible for on-campus undergraduate housing. Individual housing eligibility is not transferable. Students teaching outside the Boston area or participating in the Foreign Studies Program must confirm in writing to the Office of Residential Life their request to retain resident status. Students taking a University approved leave of absence are subject to the policies and procedures outlined in the leave of absence, Room Assignments and Changes, Room Selection Restrictions, and Withdrawals, Leaves of Absence, and Refunds sections of these Conditions for Residency.

3. To be considered a resident in Boston College housing, a student must have agreed to a current Residency Agreement through the online housing application, and be issued keys or/and key codes and door access by the Office of Residential Life.
4. When a residence hall room or apartment is allocated for the use of two or more students, it is expected that the occupants will work cooperatively to arrive at a mutually agreeable living style. Residents should make every effort s to amicably and responsibly resolve conflicts among themselves whenever possible. However, support to mediate a conflict between roommates can be sought from the Resident Assistant or Resident Director of the community. Attempts by one or more occupants of a room or apartment to unilaterally make decisions about the use of the room or apartment will be viewed as a deliberate disregard for the rights of the other occupant(s) and may result in the termination of the Residency Agreement by the University. Similarly, failure to cooperate with attempts to resolve disputes through the involvement of Residential Life staff may also result in the termination of the Residency Agreement. If a vacancy occurs in a residence area, a new student will be assigned by the Office of Residential Life. Any residents involved in deliberately discouraging or attempting to reject an individual from a vacancy will be reassigned within or possibly dismissed from the residence halls.
5. Residency in Boston College on-campus housing is restricted to full time single (unmarried) undergraduate students. The University does not provide housing to married undergraduate students. The University does not provide family or graduate student housing, except for designated University staff members with live-in responsibilities within the residence halls.
6. Students are responsible for all activities occurring within their room or apartment and for their guests, including Boston College students and employees as well as individuals who are not affiliated with the University. This includes any improper behavior and/or damage to the property in their absence. Modular housing unit (Mod or Modular Apartment) residents are responsible for the immediate environment of their Mod, including their front porch and backyard.
7. Students are financially responsible for the living unit to which they are assigned as well as the common area of their apartment and building.
8. Students are expected to stay up to date and comply with all applicable University and federal, state, and local policies and health and safety requirements, including as related to COVID-19 and/or other health emergencies. These polices may be modified from time to time, as needed. The University reserves the right to relocate any student infected with the coronavirus or other infectious agent, or any student deemed a close contact with someone infected with the coronavirus or other infectious agent, for self-quarantine or isolation, as determined by University Health Services. The University may adjust its housing policies and procedures at any time, including as related to residence halls closing procedures,

as may be required by law and public health guidance to help protect the health and safety of the Boston College community in the face of COVID-19 and/or other public health concerns.

9. Boston College Residential Life programs and policies abide by all applicable University non-discrimination and harassment policies. Students engaging in any discriminatory harassment or other prohibited behavior under these policies will be referred for conduct action and subject to housing and other disciplinary penalties.
10. Any alteration to or amendment of the Residency Agreement or the Conditions for Residency must be approved by the Associate Vice President for Residential Life. Interpretation of the Conditions of Residency is to be decided by the Associate Vice President for Residential Life. The Conditions for Residency can be updated at any time and shall be controlling.
11. Resident students must personally live in their assigned space at least 50% of any given billable week. Any variation to this rule must be reported to and approved by the Director of Housing Operations or designee.
12. Violations of any of these Conditions for Residency may result in penalties to the student, up to and including University dismissal, termination of the Residency Agreement, and/or referral to the Student Conduct Process.

## **COMMUNITY WIDE EXPECTATIONS**

### **Alcohol Policy**

In addition to the expectations in the Alcohol Policy in the Student Code of Conduct, the following also applies to all residential students and their guests:

- Paraphernalia used for rapid consumption and drinking games is subject to confiscation and disposal. This includes but is not limited to funnels, game tables for drinking, shotskis, etc.
- Students under the age of 21 may not consume alcohol and are also not permitted to have empty containers of alcohol or paraphernalia in the residential areas.
- Students may not display alcohol containers or paraphernalia on/in windows or on doors.
- Students who are 21 years of age and older may possess only reasonable amounts of alcohol for personal consumption.
- Students under 21 years of age may not host a guest who possesses or consumes alcoholic beverages in their room, suite or apartment, regardless of the guest's age.

Any alcohol or alcohol-related paraphernalia that violates these policies will be confiscated and disposed of without compensation to the owner.

During football games, Marathon Monday, Senior Week, or any other designated special event, students under the age of 21 found in possession of, and/or under the influence of alcohol in the Mods, may lose the ability to live in the Mods at any time during their Boston College undergraduate experience.

### **Area Regulations**

Each area of Residential Life has specific physical characteristics that make it unique from other areas. Certain residence facilities may require the adoption of additional policies and procedures relative to safety, health, fire protection, sanitation and general building maintenance. Residents must also abide by all such regulations, copies of which will be distributed and posted in the respective halls.

### **Bicycles; Motorized Transportation Devices**

Bicycles must be properly stored in designated areas such that they do not block access in or out of any residence facility. Bicycles should be locked to a University-maintained bicycle rack or designated storage device. Bicycles may not be stored in building common areas, such as lounges, stairwells, trash rooms, etc. Bicycles may not block building egresses and cannot be stored or left on ramps.

Due to fire regulations, motorized transportation devices, including motorcycles or any other motorized vehicle, electric scooters, hoverboards, and e-skateboards are not allowed on campus. Under applicable University policy, the use, storage, and charging of electronic scooters and similar electric transportation devices on Boston College property is prohibited on campus, including in all University residence halls, facilities,

and other buildings. Please refer to the Additional Prohibited Items & Appliance Specifications section herein for further information.

Exceptions to the University policy may be permitted for electric bicycles, provided that users follow all applicable traffic regulations, do not bring their e-bikes into any BC facility, and secure them in outdoor bike racks. Electric mobility aids for individuals with disabilities are also exempted under the University policy.

The University reserves the right to remove bicycles blocking access within any building and to impound motorcycles found in any residence facility. Riding bicycles, skateboards, scooters, rollerblades or other similar equipment in the hallways or other common areas of the residence halls is prohibited.

### **Damage Policy**

Inspections of student rooms/suites/apartments will be made by University officials during check-in, check-out, and throughout the academic year. Residents will be billed for damage to the building and for damaged or missing furniture and/or equipment. Where two or more students occupy the same room or apartment and responsibility for damage or loss in the unit cannot be ascertained, the cost of damage or loss will be divided and assessed equally among the residents of the unit. Any student who is billed for personal damages (excluding common area charges) in excess of \$100 may be subject to housing status review. Students who damage their room/suite/apartment/residence hall may be held responsible both financially and/or through the Student Conduct Process and may not be eligible to graduate without compensation to the University.

When damage occurs, University staff (or designees) will make all repairs to the property. Residents may not perform repairs themselves nor have work performed on their room by outside contractors. Additionally, students may not alter walls, kitchen counters, etc. Residents may not use wallpaper/contact paper in any of the residence halls. Painting of any kind and chalking of any walls or the like is prohibited.

Residents are prohibited from damaging physical campus features in or around the residence halls, including, but not limited to landscape, sprinkler systems, trees, etc.

Tampering with call-boxes, University-owned telephones, laundry machines, or other vending equipment is a serious violation of University policy. In all cases, students will be expected to make appropriate restitution and will be referred to the University Student Conduct Process.

### **Guest Policy and Non-Residents**

In addition to the expectations regarding guests in the Student Code of Conduct, the following guest policy also applies to all residential students. For the purposes of this policy, guests are anyone visiting a residence hall room, suite, or apartment not assigned by Boston College to live in that space. Students are responsible for the conduct of their guests including any damage caused to University property and violations of University policy and/or the Conditions for Residency. Guests of the opposite sex are not permitted

to remain overnight. Where a guest's stay extends beyond four consecutive nights, the residential student host must have written authorization from the Resident Director. If another student's room or bed is to be used, the host must acquire that individual's written permission.

Students may not charge or collect money from guests in exchange for accommodations. Students are prohibited from listing in any manner rooms or living units for lease, rent, sublet, or overnight stay, including, but is not limited to, via websites such as Craigslist, Airbnb, HomeAway, Vrbo, or similar services.

Students may have up to 2 guests per resident in traditional style rooms and up to 4 guests per resident in suite and apartment style rooms, but may not exceed 24 people in the unit, including the hosts. Please refer to the Social Gathering Policy on how to register a social gathering.

All students are expected to adhere to the provisions of the Student Code of Conduct regarding sexual activity, including in the residence halls.

Students are prohibited from using a bathroom that is not designated for their gender. Students are responsible for ensuring that their guests follow the same policy. Students and guests found in violation of this policy will be referred to the Student Conduct Process.

Only students granted housing by the Office of University Admission or by the Office of Residential Life may reside in a University owned or leased residence hall. All those who move in without authorization will be considered trespassers and will be billed for the period of time they lived in the residence hall without authorization. Resident students may not allow anyone not assigned to the room by Residential Life to live in their room/suite/apartment.

### **Hall Sports**

All sports including but not limited to baseball, softball, basketball, football, hockey, soccer, rugby, lacrosse, skateboarding, in-line skates, bicycling, Frisbee, wrestling, volleyball, and "hall sports" of any kind are prohibited in the residence halls.

### **Laundry Services**

All residential students have access to laundry services in their residence hall or adjacent community. All machines can be paid for with a swipe of an Eagle-One card (BC ID) and students can add Eagle Bucks to their Eagle-One card through [Agora](#). Students should be considerate when using the laundry facilities in the residence halls by promptly removing clothing from the machines and folding counters after use. Laundry rooms are routinely monitored, and clothing left in rooms will be removed and discarded. For more information, please visit the Residential Life [website](#).

### **Living & Learning Communities**

Students residing on floors/halls that are deemed Living & Learning Communities are required to abide by the conditions and expectations stated in their living agreement.



Students who violate these conditions/expectations are subject to an administrative move and may be banned from floor/hall visitations.

### **Lounges and Shared Community Spaces**

Most residence halls on-campus have a variety of community shared spaces such as lounges, gaming rooms, reflection and prayer spaces, and study lounges that are for student use. Residents are expected to utilize these spaces for their designated purposes. All residents and guests should dispose of their garbage and clean any messes left, prior to leaving the community space. Students should report damages promptly through a Facilities Work Ticket in the Agora portal so that the damages can be addressed promptly by maintenance staff.

### **Mail and Package Delivery**

All mail and packages, regardless of carrier, must be picked up at the [Campus Mail Services](#) location designated for their specific residence hall. Amazon, UPS, and FedEx will not deliver packages directly to residence halls. Students who receive a package will be notified via email through an automated package tracking system. Students will need to bring their email notification and BC ID to retrieve their package at the designated location. Boston College and Residential Life are not responsible for any packages, mail, or deliveries that are left at the entrances to any of the residence halls.

### **Posting Policies**

All postings on the Boston College campus must be approved and stamped through the Office of Student Involvement and the Office of Residential Life and can only be displayed in designated bulletin boards. Postings not distributed by the Office of Residential Life will be removed. Postings in the residence halls are limited to 196 postings per event. Postings must contain information that is relevant to the event. Postings cannot be libelous or contain any material that is inconsistent with the community standards of Boston College, including any references to alcohol, drugs, or sexual innuendos.

Exhibiting or affixing any unauthorized sign, advertisement, notice, flag or banner, that is inscribed, painted or affixed to any part of the outside of a building, suite, apartment or room window or the inside of the building which may be viewed outside of one's room, is prohibited.

### **Quiet Hours and Noise Disturbances**

All residents and guests are expected to be respectful and mindful of their noise level at all times. Additionally, quiet hours are in place so that residents may study and sleep without distraction. If students or guests are making enough noise to disturb other residents, residents are encouraged to politely ask their neighbors to be quieter. Students may report on-going concerns to a Residential Life staff member. Violations of Quiet Hours, as posted in the residence halls, and other noise violations will be referred to the Student Conduct Process and dealt with as a student conduct matter by Residential Life staff.

- A city ordinance prohibits all noises which would disturb neighbors beyond 50 feet of the residence hall areas between the hours of 12:00 a.m. and 7:00 a.m.

- Within residence areas, any noise or sound heard outside one's immediate room/suite/apartment is unacceptable.
- Live music is permitted only with the written consent and authorization from the Office of Residential Life. Music practice and/or rehearsal should take place only in designated music rooms.
- Sunday-Thursday quiet hours are in effect from 10pm-7am and on Friday & Saturday 12am-7am.
- During exam periods, 24/7 quiet hours are in effect and strictly enforced.

### **Residential Staff**

Each residential facility has live-in professional, graduate and undergraduate staff who have the authority to enforce these Conditions for Residency and report conduct violations. Residential Life staff that do not reside within the residence halls, also have full authority to enforce the Conditions for Residency and report violations.

### **Smoking**

Boston College is a smoke-free campus, and this includes a prohibition on the use of electronic cigarettes, vape pens, and vaporizers on campus.

### **Social Gathering Policy**

The Assistant Directors and Resident Directors for Residential Life review all requests for social gatherings in their respective areas. All social gatherings of twenty-five (25) or more must be registered in advance by a Residential Life Official and only a limited number of social gatherings can be registered on a given night. Social gatherings can only be registered by residents meeting all community requirements and residing in the following designated residence halls: Gabelli, Voute, Rubenstein, Ignacio, Stayer, Modulars, Thomas More Apartments, Reservoir Apartments. Residents are required to attend a scheduled meeting with their Resident Director for approval of the gathering. Responsibility to assure that a guest is of legal drinking age rests solely with the resident host(s). The Office of Residential Life reserves the right to limit or suspend party registrations.

To qualify to register a social gathering, students must abide by the following “party registration” requirements:

- Students must live in a designated residence hall, as stated above;
- At least 50% of students living in the host unit must be of senior-standing AND at least 50% of students living in the host unit must be of 21 years of age or older at time of request;
- At least 75% of students living in the host unit must have attended the required meeting scheduled at the beginning of the academic year or make-up alternative;
- All students living in the host unit must meet with the Resident Director the week before the requested party to discuss the terms and conditions for party privileges.
- A student living in the host unit must be designated as a sober contact for the requested party and may not consume alcohol or other mind-altering substances before or during the registered party.

Party registration is only available on Fridays or Saturday evenings, and not on evenings after a home football game. Party registration is not available during study days, finals week, or at any time when 24-hour quiet hours are in effect.

### **Solicitation and Business Operation**

No one may solicit in the residence hall for donations or sell any items or services without receiving written authorization from the Associate Vice President of Residential Life or a designee. The income received from items sold must go to an authorized campus organization or a recognized charity, not for the student's personal benefit.

No student is permitted to sell goods or services from a residence hall, including by acting as an agent for an outside organization.

The insignia of Boston College, including all names, mascots, logos, and seals associated with the University, are trademarks of the University and are protected by trademark law, as well as University policy. Students must have express permission from the University to use these University trademarks.

No one other than University authorized vendors are allowed on campus to conduct business. No student may serve as the agent of a vendor without written permission from the Associate Vice President of Residential Life. A list of authorized vendors is available upon request from the Office of Residential Life. Distribution of flyers or other materials under residence hall doors is prohibited unless authorized by the Office of Residential Life.

### **Telephone, Laundry and Vending Machines**

Tampering with call-boxes, University-owned telephones, laundry machines, or other vending equipment is a serious violation of University policy. In all cases, students will be expected to make appropriate restitution and will be referred for University conduct action.

### **Vehicle Registration and Parking**

Parking at Boston College is a privilege and regulations are strictly enforced. The University reserves the right to change access and parking regulations based upon major University events. Regulations, rules, policy recommendations, permissions, and procedures concerning parking at Boston College are managed by the Department of Transportation and Parking, under the direction of the Office of Auxiliary Services. Students are expected to read and comply with Boston College parking and traffic regulations. All up-to-date information is found on the [Transportation & Parking website](#).

# **HOUSING ASSIGNMENT POLICIES**

## **Financial Policies**

Before assuming residency and before participating in the Room Selection Process, each student must fulfill all financial obligations to the University.

## **Guaranteed Years of Housing**

Undergraduate day-time students are generally provided with three or four years of on-campus housing upon admission to Boston College. Transfer students however, are generally provided with one year of on-campus housing. The Office of Residential Life does not determine the years of guaranteed housing. Undergraduate students are not required to live in Boston College on-campus housing.

Each year of on-campus housing that is granted covers the Fall and Spring semesters of an academic year. Therefore, and for illustrative purposes, a student who is granted a year of on-campus housing, but enrolls for just the Spring semester of the academic year (including due to their participation in a study abroad program) will have forfeited and lost a half-year of on-campus housing for the Fall semester. Any student that takes a leave of absence from the University forfeits and may lose guaranteed on-campus housing time.

If a student is granted three years of on-campus housing, then those years of guaranteed housing are applied to the first, second and fourth academic years after initial enrollment, in that order. It is expected that during the third year, the student will secure an alternative off-campus housing arrangement. Students may not transfer a guaranteed year of housing to another academic year of their choice.

In certain circumstances, additional years of on-campus housing may be granted to students if space becomes available, and subject at all times accordance to applicable University policies and procedures. Any qualified student seeking an additional semester or year of housing through the Office of Residential Life housing appeal process student is able to appeal for an additional semester or year of on-campus housing through should consult the online MyResLife portal for a description of applicable policies and procedures. Additional years of housing will be granted as space becomes available.

## **Hall Closing**

At the end of the Fall and Spring semesters, all residence halls will be closed after the last scheduled class or exam. All students must vacate residence halls within twenty-four hours of their last exam or by 5:00 p.m. on the day of the last scheduled exam, whichever comes first. For additional information, students should contact their Resident Director. Students found in closed residence halls without proper authorization may be subject to fines and may be referred for conduct action. Graduating seniors are permitted to stay in the residence halls until 5:00 p.m. on the day of the University commencement ceremonies.

Information regarding end-of-semester move-out and commencement day move-out will be communicated to all residential students by the Office of Residential Life. Students must restore their rooms to their original condition prior to move-out. Residential Life staff and Boston College Facilities will inspect all student spaces and assess for damages; the appropriate students will be charged for any damages. Failure to comply will result in a \$500.00 per resident fee for excessive trash and non-University furniture left in rooms.

Students who arrive or depart their residence halls on dates other than those specified in the Residency Agreement are still responsible for the rules and regulations as outlined in this document. Students should consult the opening and closing dates on the Residential Life website for each break period.

### **Hall Opening**

Information regarding all move-in processes will be communicated to residential students by the Office of Residential Life. It is expected that students will arrive on-campus within the specified dates and times provided for each term.

Each academic year, the Office of Residential Life publicizes the approved move-in dates and deadline to submit any early arrival requests. All individual students or groups must submit a new request annually. Prior approval to arrive early does not guarantee approval for the following year. Students returning early for any reason may be charged a per night fee. Any student who moves into on-campus housing early without proper authorization to do so will be referred to the Student Conduct Process.

### **Health Plan**

All residential students are required to pay the Campus Health Fee which entitles students to all services offered by Boston College Health Services during the academic year.

### **Meal Plan**

Any student residing in Upper Campus, College Road and Newton Campus residence halls or in Walsh Hall, Greycliff, Stayer Hall, Vanderslice Hall, 66 Commonwealth Avenue, or 90 St. Thomas More Road is required to fully participate in the University Residential Meal Plan Program. No full or partial abatements will be granted for students residing in these residence halls without a housing relocation. On campus room and board rates are listed on the [Student Services website](#).

### **Residence Hall Closings**

During the Christmas vacation, all residence halls will be closed after the last scheduled class or exam. All students must vacate residence halls within twenty-four hours of their last exam or by 5:00 p.m. on the day of the last scheduled exam, whichever comes first. For additional information, students should contact their Resident Director. Students found in closed residence halls without proper authorization may be subject to fines and may be referred for conduct action.

Students who arrive or depart their residence halls on dates other than those specified in the Residency Agreement are still responsible for the rules and regulations as outlined in this document. Students should consult the opening and closing dates on the Residential Life website for each break period.

### **Room Assignments and Changes**

Returning upperclassmen receive their room assignments via the Room Selection Process. Students who do not complete the appropriate Room Selection Process paperwork by the posted deadlines and students who are returning from a leave of absence will be housed on a space available basis.

Other eligible students receive rooms and roommates through randomized assignment. The Office of Residential Life reserves the right to assign and reassign rooms. To the extent that alternate rooms are available, students may request room changes through. Students may not change rooms, including within a suite of rooms, without prior authorization from the Assistant Director of Assignments and Occupancy; students found to have moved without permission may be referred to the Student Conduct Process. Students who are administratively assigned as a result of conduct restrictions are not eligible for room changes. Residents may not sublet their room/suite/apartment.

### **Room Assignment Cancellations and Changes**

#### **Undergraduate students remaining enrolled at Boston College**

Students who cancel their housing assignments and remain enrolled at the University (e.g. move off-campus), and are not enrolled in an approved study abroad program, are subject to the following fee and refund schedule:

#### **Fall Semester**

- Full refund until May 31.
- 20% room rate cancellation fee June 1 to July 14.
- 40% room rate cancellation fee July 15 to fall semester move-in day.
- No refund applied after move-in day.

#### **Spring Semester**

- Full refund until October 31.
- 20% room rate cancellation fee November 1 to November 30.
- 40% room rate cancellation fee December 1 to spring semester move-in day.
- No refund applied after move-in day.

Students who receive on-campus housing within the refund periods will have 72 hours from receiving their assignment to withdraw and receive a full refund. After 72 hours, the above housing refund schedule will apply.

Students charged a cancellation fee or not receiving a refund may appeal their charges. Appeals must be made in writing and received within 15 days of submission of the

housing cancellation. Requests will be reviewed on a case-by-case basis by an ad hoc committee appointed by the Associate Vice President of Student Affairs.

### **Undergraduate students no longer enrolled**

Students who cancel their housing assignment and are no longer enrolled in the University are subject to the refund schedule found under the Withdrawals, Leaves of Absence, and Refunds section of this document.

### **Room Selection Restrictions**

Students with holds on their student accounts at the time of room selection will not be eligible to participate in room selection. Holds may take 1-2 business days to resolve.

Students who take a leave of absence for the fall semester will be removed from their room assignment and lose all claims to the room. Placement in the same room is not guaranteed upon returning from a leave. Students returning from a leave of absence or studying abroad will be housed on a space available basis and will have no choice to a particular room.

Students on a leave of absence during the spring semester are not eligible to participate in the Room Selection Process. If a student is readmitted after a leave of absence, the student is not guaranteed housing and will be housed on a space available basis after the conclusion of the Room Selection Process.

### **Room Vacancies**

Any student who has not occupied an assigned room within three days after the first day of classes of each semester and has not informed the Office of Residential Life of such delay will be presumed to have vacated the room and will be reassigned, on a space available basis. All vacancies will be filled by the Office of Residential Life. The Office of Residential Life does not seek approval from residents when placing students into vacancies. Residents may not deliberately discourage a fellow student who is assigned to and attempting to occupy a legitimate vacancy. Residents who are reported to have discouraged a fellow student from occupying a vacancy may be referred to the Student Conduct Process.

If vacancies exist in a room or apartment, such vacancies may be shown to prospective occupants when accompanied by a Residential Life Staff member. If possible, advance notification will be given.

### **Temporary Housing**

At times throughout the year, students may be relocated to a temporary housing assignment by Residential Life Staff, including, for example, to address an emergency or other problem within the residential space. All such relocation will be at the sole discretion of the Office of Residential life.

Residential Life will determine the length of time a student may need to be relocated; Students may be relocated to another space on or off campus. The relocation space may not be an equivalent space to the original housing provided.

### **Withdrawals, Leaves of Absence, and Refunds**

Any student who takes a leave of absence or is otherwise no longer enrolled as a full-time, undergraduate day student, loses eligibility to reside in on-campus housing. The student must remove all personal items and belongings from the residence hall room/suite/apartment and depart within 72 hours. Residential Life staff will inspect the room to verify that all belongings were removed and the space was returned to its original state. A student who is issued a bedroom key for a room assignment must return it directly to the Office of Residential Life prior to leaving campus. Any violation of this policy may result in the student's belongings being boxed and shipped to the student's home address at the student's expense. In addition, the student in violation of this policy may be charged a \$500 improper check out fee.

In order for a formal leave of absence or withdrawal from Residential Life to be complete, the following criteria have to be met:

1. An official Leave of Absence Form must be completed and submitted to the Office of Residential Life through the Agora Portal.
2. All personal belongings must be removed from the room or apartment. Students must vacate their assigned room within 24 hours of the termination of their contract.
3. All issued keys must be returned to the Office of Residential Life. Additional room billing may result if one or more of the above items are not complete.

The date used to determine room and/or board refunds is that date on which all required leave of absence procedures have been completed.

The following schedule applies to students canceling or leaving housing and no longer remaining enrolled for the current academic year at Boston College:

<b><u>Week</u></b>	<b><u>Refund</u></b>
Prior to the 1st Week of Classes	100% refund of room and board
End of 2nd Week of Classes	80% refund of room and board
End of 3rd Week of Classes	60% refund of room and board
End of 4th Week of Classes	40% refund of room and board
End of 5th Week of Classes	20% refund of room and board
6th Week of Classes and beyond	0% refund of room and board

Students who cancel or withdraw from housing and remain enrolled in the University (e.g. move off-campus) are subject to a housing cancellation fee. The cancellation fee schedule can be found in the Room Assignment Cancellations section of this document.

For information regarding board plans please visit the Dining Services webpage at: [www.bc.edu/dining](http://www.bc.edu/dining).

Students removed from the residence halls through a conduct or administrative process will receive a refund applicable only in accordance with the above schedule. Return to the residence halls is not guaranteed following a conduct suspension.



# **SAFETY & SECURITY**

## **Access Cards and IDs**

Access to residence halls by Boston College community members is regulated by a card access system. Boston College students are required to carry their BC IDs at all times. Guests must obtain access to the residence halls by contacting their host. Guests must be escorted through the halls by the host. Students are not permitted to give their Boston College ID to anyone else.

Students must present their BC ID and enter a Personal Identification Number (PIN) in order to access their room. Sharing BC IDs and PINs is strictly prohibited. BC IDs are also required to access hall restrooms in traditional style areas.

Students, guests and visitors must present a Boston College ID, driver's license or some form of picture identification if requested by authorized Boston College Staff including, but not limited to: all Residential Life staff members, Resident Assistants, Boston College Police, Boston College Security Officers, Division of Student Affairs personnel, Fire Safety Officers, and Dining Services staff.

## **Cameras**

In accordance with the University's Responsible Use of Video Surveillance/Security Systems on Campus policy (the "Camera Policy"), the Boston College Police Department employs video surveillance cameras in common areas of the residential facilities to advance the safety and security of students, employees, and property.

Students are strictly prohibited from installing and/or utilizing personalized door or security cameras (e.g., Ring camera systems) outside their bedroom or suite/apartment space. Violation of any of the above expectations will be referred to the Student Conduct Process and may result in University Suspension and removal from University housing.

## **External & Internal Doors**

Boston College considers propping, tampering and/or vandalizing doors to be serious violations that endanger the safety and security of all residents living in the residence halls. Students found responsible for tampering with an external door will be subject to a minimum of \$200 fine and/or community restitution.

The first step toward a safe community is keeping exterior and room doors properly locked. Students are prohibited from propping open building doors as this leaves the buildings and their residents vulnerable to all crimes. The card access system for each residence hall door monitors propping. In the event that a door is propped open for more than 60 seconds, a silent alarm may sound.

## **Fire Safety**

Fire prevention requires the efforts and cooperation of all Boston College community members. Students are expected to adhere to all fire safety guidelines promulgated by the University. Dismissal from housing and/or University, fines, and other judicial and civil action may be imposed for violations. Any prohibited items may be confiscated without compensation to the owner. Fire safety policies for residence halls, including

policies on fire evacuation and prohibited items, can be found in the residential life website.

- **Fire Alarms & Evacuation:**
  - Whenever a fire alarm sounds or a University or Fire Department official calls for an evacuation of the residence hall, all residents and their guests must immediately leave the building by the nearest available exit. The last person to leave a room or apartment must close the door.
  - Although some fire alarms are false alerts, students must treat every fire alarm as if a real fire is occurring.
  - Residential students are responsible for learning their residence hall room's two nearest emergency exits and are to evacuate the building by using the staircases. Elevators are not to be used during an evacuation of the building.
  
- **Fire Drills:** Fire drills occur in every residence hall at the start of each semester. Full student cooperation and participation in all fire drills or other safety-related evacuations of buildings is mandatory.
  
- **Fire Extinguishers:** Fire extinguishers are placed in specific locations throughout each residence hall. These extinguishers should be used only in the event of an actual fire. Misuse of a fire extinguisher is a very dangerous act and is considered to be a serious offense that could result in serious conduct action.
  
- **Tampering with Fire Safety Equipment:**
  - Interfering with a fire alarm system or with fire personnel, and/or tampering with or removing firefighting apparatus, including but not limited to hoses, sprinkler heads or pipes, smoke detectors, fire extinguishers or other fire safety equipment, is prohibited.
  - Removal of, or vandalism to, any Emergency Evacuation Plan or holder posted on room doors or throughout the building is not allowed. Evacuation Plans and Fire Safety Policies should not be obstructed or covered by posters or similar devices.
  - Maliciously pulling a fire alarm is a serious offense and could result in serious conduct action. Improper use of fire alarms disrupts the life of every resident in the building and places at risk the lives of the responding fire personnel and resident staff. A residential student who witnesses an alarm being pulled falsely must notify a Resident Assistant immediately.
  
- **Students with Disabilities:** Students with disabilities who may need assistance in the event of a fire alarm or emergency should inform the Resident Director of their placement at the beginning of the year. Students with mobility, sight and hearing impairments should also use the resources of Disabilities Services within the Office of the Dean of Students. Residential Life can supply a waiver for students to sign regarding the sharing room number to emergency personnel in the event of an evacuation.

Violation of any of the above expectations will be referred to the Student Conduct Process and may result in University suspension and removal from University housing.

### **Health and Safety Inspections; Right of Entry**

The University reserves the right to enter resident student rooms and conduct inspections or plain view searches for reasons of health, maintenance, upholding community standards (including safety and policy concerns). Except in the event of an emergency, a complete search of the contents of a student's room will only be made with: (a) the student's consent; (b) a University Search Authorization issued by the Vice President for Student Affairs or their designee; or (c) a duly authorized search warrant from a court of competent jurisdiction.

Unannounced Health and Safety inspections of rooms/suites/apartments are conducted by Residential Life staff at least once per semester (or more frequently as needed). Any safety or policy violation will be recorded. These inspections are designed to ensure that all rooms/suites/apartments are in working order, there are no fire, health, sanitation, safety hazard, or maintenance concerns, and no policy violations.

A residential student who at any time during the year has a health or safety concern with a room/suite/apartment should immediately submit a facility work ticket or contact a Residential Life staff member.

### **Keys and Combinations**

There is no initial key deposit for students. All requests for lock and/or combination changes must be made to the Office of Residential Life via email [res.facilities@bc.edu](mailto:res.facilities@bc.edu), located in Maloney Hall, suite 413. However, lost keys, unreturned keys, combination changes and keys issued for lockouts are replaced according to the following:

- Combination or PIN changes to the main doors or individual bedroom doors of suites, apartments and traditional style rooms have a \$50 charge associated with them. Students with multiple lockouts may be referred to the Student Conduct Process.
- Replacement keys for bedroom doors within suites and apartments have a \$35 charge.
- Keys not returned at semester's end will incur the same charges listed above. If a student has lost a room or bedroom key, the student should go to the Office of Residential Life, Monday - Friday, 9:00 a.m. - 5:00 p.m. to receive a temporary key. Any temporary key that is not returned within one business day will be billed as a lost key.

A residential student who is locked out should first contact a roommate or find a Resident Assistant for assistance. Between 8 pm and 7 am, the student should contact the Resident Assistant on duty. If the Resident Assistant on duty is not available, the student should contact the Boston College Police Department's non-emergency line at 617-552-4440 to report the lockout. From 7 AM to 8 PM, the student may try to find a Resident Assistant in the building or the Resident Director. If neither is available, the student should contact the Boston College Police Department non-emergency line at 617-552-4440.

Students are expected to help maintain the safety and security of their residence hall room. Specifically, students are prohibited from tampering with door locks (i.e. taping or blocking door plate), duplicating of Boston College keys or BC Eagle One Card, and/or sharing combination codes).

Students found to be tampering with locks, duplicating keys, sharing combinations codes or PINs and/or their student ID (see Access, Cards and IDs) will be subject to referral to the Student Conduct Process. They will also be charged a combination or key change fine. Residents who leave their assigned room before the end of the academic year must return keys within a 24-hour time period.

The Office of Residential Life monitors lockouts and students requiring staff assistance. On a second documented lockout, students may receive a written warning. On a third documented lock out, students may be fined a \$50 lockout fee and be required to meet with their Resident Director. Students locked out more than three times each year may be fined \$50 for each subsequent lockout.

### **Windows, Window Tabs and Screens**

Window screens have been placed on the windows of all residence halls to enhance the safety and security of resident students. Unless an emergency has taken place, any broken window tabs or opened security screens will be viewed as violations of University policy for which fines and/or conduct sanctions may be imposed. Any student found responsible for opening a window screen will be fined \$100.00. It is the responsibility of the resident(s) to report to the Resident Director any window tab that is missing or broken from a window prior to September 15, 2023. After this date, residents will be fined as stated above.

Students are prohibited from entering or exiting buildings through windows. Residents are prohibited from sitting or standing in or on window sills. No object may be dropped, thrown, or hung from windows or rooftops.

### **Other Safety Regulations**

- In accordance with the [Student Code of Conduct](#), residents may not enter upon, cross or use the rooftops, balconies, overhangs, or air conditioner units on any residence facility.
- In addition, students attempting at any time to improperly gain access to the Mods (for example, by climbing the fence) may lose the ability to live in the Mods.
- Medical products such as insulin syringes, needles and other sharp objects should be discarded in approved sharps containers which can be obtained through University Health Services, which will handle the disposal of such items.

## **STUDENT ROOM INFORMATION**

### **Animals**

Except as provided below, no animals of any kind are permitted in any area of the residence halls at any time. Notwithstanding the foregoing, students may keep fish in tanks no larger than 20 gallons in their assigned room in a residence all.

An animal may also be permitted in a residence hall if it is a permitted service animal (for a residential student or guest) or an approved assistance animal (for the residential student only), in accordance with [University policy and procedures on disability accommodations, service animals and assistance animals](#). Per University policy, a residential student's approved assistance animal is only permitted in the student's specified dorm room or suite, and not in residential hall common spaces (except as necessary to enter the residential hall). Violations of these policies will result in the immediate removal of the animal. In addition, the student may be referred to the Student Conduct Process and be subject to housing and other disciplinary penalties, including loss of University housing.

All students remain subject to the University rules on damages, cleanliness, maintenance set forth here. Each student's room will be assessed for any potential damages, and potential cleaning charges could be imposed for damages caused by an animal.

### **Cleanliness and Maintenance**

Residents are responsible for regularly cleaning their rooms and removing trash materials, and for maintaining reasonable sanitation and safety standards. At check-out time and at semester break, residents are responsible for removing the trash and leaving their rooms/suites/apartments in a clean and habitable condition. Failure to maintain these standards at the end of the first semester could result in a referral to the Student Conduct Process. Failure to maintain these standards may result in a review of future housing and/ referral to the Student Conduct Process.

Residents are required to clean refrigerators, ovens, and maintain kitchens, bathrooms, and common areas within their suites or apartments. The cost of extra cleaning or furniture removal by housekeeping or contractors due to poor housekeeping by the residents will be billed to the residents of the unit involved.

- Students may not hire outside cleaners for assistance with cleaning their rooms.
- Students may not hire outside contractors to perform maintenance or adjustments to residence hall rooms or furnishings.

Students may not store bags, equipment, or personal belongings in hallways or common areas.

For the health and safety of people responding to plumbing problems, students are expected to inform all facilities staff what steps were taken to resolve a problem. In no cases should chemicals (i.e. drain cleaning agents) be used by a student.

Residents of the Modular Apartments:

- are required to keep their steps free of snow and ice.

- are prohibited from taking University issued furniture and/or personal furniture outside. Only traditional patio furniture is allowed in backyards and patio areas.
- are responsible for the cleanliness of their backyards. Trash must be picked up and discarded in the provided barrels on a daily basis and following tailgating.

### Decorations

Alterations to any residence hall property and/or the semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings, or furniture; painting walls, ceilings, furniture, or any other University property; drilling holes; or affixing decals. Students are liable for all damages resulting from the negligent or otherwise damaging installation of decorations (including lighting) in their room/suite/apartment.

Below are some additional guidelines:

- Posters, flags, and other wall-hangings cannot cover more than 50% of the walls and are not to be hung from the ceiling or pipes, or in a location that will cover or interfere with light fixtures, outlets, sprinkler system, smoke detector, or other appliances. Tapestries, flags and cloth cannot be any larger than 5' x 7'.
  - All decorative lighting must be LED and UL approved. It is not recommended to utilize LED light strips, as they cause damage to the walls when removed.
  - No more than two 100-count strings of decorative lights (approximately 70 feet total) shall be used per room. Lights should be hung on the walls, and avoid being hung over doorways.
  - Only three-pronged, grounded, heavy-duty (12 or 14 gauge) power strips or surge protectors must be used in the event that the number of electrical appliances exceeds the number of electrical outlets. These must be UL approved with a circuit breaker with an external switch. Extension cords are prohibited. Lights should not be in contact with curtains, paper, lighting fixtures, bedding, carpets, combustible items, sprinkler heads or piping and/or smoke detectors.
  - Appliances (e.g. refrigerators, microwaves) should be plugged directly into the wall, and not into a power strip.
  - Lights may only be lit while students are present in their room/suite/apartments.
  - No decorative lighting may be wrapped around doors, above or around doorways or exits. Holiday decorations are not permitted on outside room doors or in hallways. No exterior lights are permitted on the exterior of the Modular Apartments.
  - Live Christmas trees, garland, and wreaths are not permitted within residence halls. Only fire-retardant artificial trees are allowed.
  - The University reserves the right to remove any decorative material(s) and lighting that they believe jeopardizes the safety of residents, or is a violation of fire codes. Students are liable for all damages resulting from the negligent placement of decorations in their room/suite/apartment.
  - All alterations to rooms or buildings including painting, patching, paneling, affixing decals or cork boards, installation of beverage bars, or replacing locks are prohibited.
- Exhibiting or affixing any unauthorized sign, advertisement, notice, flag, poster or banner, that is inscribed, painted or affixed to any part of the outside of a

building, suite, apartment or room window or the inside of the building which may be viewed outside of one's room, is prohibited.

### **Furnishings**

The University and the Office of Residential Life reserve the right to determine whether personal furnishings (chairs, couches, mattresses, lamps, etc.) are permitted due to code, policy or space issues.

- Construction of partitions, bunk-beds, lofts, and other additions to a room is not allowed.
- Waterbeds and loft beds are prohibited in all residence halls.
- Bed Risers made of plastic, polyethylene, metal (or the like) are allowed on campus.
- Cinderblocks, bricks, and/or any other device used for lifting beds are not allowed.
- All non-University mattresses are prohibited in the residence halls. Students who need to bring their own mattress into the residence halls for medical reasons must receive a medical accommodation through Disability Services within the Office of the Dean of Students. All mattresses must meet local and state fire regulations.
- Mattress pads of exposed foam (e.g. “egg crate” style) are prohibited. Mattress pads that are covered or encased, or made from alternative material (e.g. down, polyester), are allowed.

The furnishings provided by the University may not be tampered with and cannot be removed from assigned rooms or common areas. The common area furniture in apartments and suites is for the use of all members of the apartment/suite and should remain in the common area. Common spaces cannot be used as bedroom spaces. Residents will be billed for any University furnished items missing from their room or common area.

Futons, couches and other common sitting furniture are not permitted in traditional-style rooms on the Newton, Upper, College Road, Lower and Brighton Campuses. In apartments and suites these items can be used in the common areas, but are not permitted in bedrooms.

### **Means of Egress**

Within student rooms/suites/apartments, means or views of egress cannot be blocked in any fashion. Items found obstructing means or views of egress will be confiscated and discarded without compensation to the owner. Door closers have been installed on all student room/suite/apartment doors for added safety in the event of a fire and may not be tampered with.

### **Personal Property and Insurance**

The University does not assume liability directly or indirectly for loss or damage to personal property by fire or smoke, theft, water damage or any other cause except to the extent required by law. The University is not responsible for personal property left behind by students at the end of the year or subsequent to the date of their withdrawal,

transfer, departure, suspension or dismissal from any room or apartment. Items found in rooms after the official dates will be discarded. The University does not provide storage facilities for any personal belongings.

All students are required to provide either a separate insurance policy to cover their personal belongings (clothing, electronics, computers, etc.), or they are expected to include it on their family's homeowner's policy, if existing, to cover their property while they are living in Boston College residence halls. Additionally, students are strongly encouraged to include coverage for damage caused by their actions. All claims should be submitted to the student's insurance company.

### **Prohibited Items & Appliance Specifications**

The possession of prohibited items in the residence halls is forbidden. Possession of any such items may result in confiscation, seizure, and/or disposal without any notice or warning (other than the foregoing), and without compensation to the owner. The University shall not be responsible for any damage to or loss of prohibited items, which include, but are not limited to, the following:

- Flammable and combustible liquids/gasses (including but not limited to propane, butane, gasoline, and paint thinner).
- Candles, hookahs, incense, and sources of open flame.
- Space heaters, heating blankets, air conditioning units, halogen lights/lamps, and any lamps with more than three arms. LED lights are preferred.
- Electric scooters, self-balancing scooters, and hoverboards.
- Hot plates.
- Barbecue grills are provided in the backyards of all Modular Apartments, and no other grills or smokers are permitted. Only match-lit barbecue coal is permitted. The use of any kind of lighter fluid is prohibited.

### **Permitted Appliances**

- Only low-voltage microwaves (800 Watts or less) are permitted in the halls.
- No full-sized refrigerators may be brought to campus. Each student, including those in apartments and suites where common area refrigerators are provided by Boston college, may bring a personal refrigerator that does not exceed 3.3 cubic feet. It is recommended that units brought to campus be Energy Star certified.
- In Walsh Hall, four-person suites, Upper Campus, Newton Campus, 66 Commonwealth Avenue and Greycliff residence halls, electrical heat producing appliances such as hot pots, hot plates, toasters, toaster ovens, electric frying pans, crockpot, rice cooker, air fryer sandwich grills, waffle irons, "George Foreman" grills, coffee makers with external heating source, steamers, and the like are prohibited. Single brew coffee makers, electric tea kettles and clothing irons with automatic shut offs are allowed and must be unplugged when not in use.
- In Vanderslice, 90 St. Thomas More Drive, Stayer Hall suites and Walsh Hall eight-person suites, and Gabelli, Voute, Ignacio, Rubenstein, Reservoir Apartments, Thomas More Apartments, and the Modular Apartment kitchen



areas have been provided with special outlets for appliances. Only cooking appliances with a thermostatic control are allowed.

Students are expected to adhere to these and all other fire safety guidelines promulgated by the University, including as they pertain to prohibited items and appliance specifications in the residence halls.