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I. Introduction

A. Residential Buildings
These terms of occupancy are for all University Residence Halls/Apartments, Southampton Residences and Brookhaven Residential Village.

B. Non-Discrimination Policy
Consistent with federal and state guidelines, Stony Brook University does not discriminate on the basis of any protected class including race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, marital status, veteran status, disabled veteran in its educational programs/activities or in employment.

Pursuant to Title IX of the 1972 Education Amendments, Stony Brook University does not discriminate on the basis of sex; prohibited sex discrimination includes sexual harassment and/or sexual violence. Complaints of suspected violations of this policy should be made to the Title IX Coordinator, please visit here for more information.

C. General Policies
1. The offer of on-campus accommodations is a privilege and not a right. This document creates a license to use on-campus housing and is not a lease. Occupancy in campus housing implies acceptance by each student of the terms set forth below.

2. The University has the right, using established procedures, to suspend or withdraw accommodations, guest privileges or access to a campus residence to any person(s) for violation of these regulations, for health and safety reasons, or for nonpayment of bills. In addition, the University may seek financial or other restitution for loss or damage to residence hall/apartment property.

3. The University, through the provisions listed herein, reserves the right to conduct inspections to ensure the health, safety and general welfare of University community members, and/or the physical security of University property.

4. The University reserves the right to enter and inspect residential quarters without advance notice, including individual bedrooms and common areas, on receipt of a complaint of illegal activity or a violation of the University Student Conduct Code. Personnel from the Division of Campus Residences, as well as emergency personnel, may access residential quarters in the event of an emergency (e.g. fire alarms, fires, floods, etc.), to complete maintenance requests, to prevent harm or damage to persons or property, and/or to enforce provisions of the Terms of Occupancy.

5. Upon residency, the student must carry room/suite/apartment key(s) and ID/access card at all times and provide such ID when requested by University staff member.

6. The existence of other sets of rules governing social behavior within the on-campus community is presumed. In addition to adherence to these Terms of Occupancy, students must comply, and should become familiar with, the Residence Hall and Apartments Eviction Procedures, the University Student Conduct Code and the SUNY Rules for the Maintenance of Public Order.

In addition, all local, State and Federal laws are in effect for the campus. This set of regulations, as written and as applied, is and shall be limited in purpose to ensure an environment which is healthy, safe, and conducive to academic success; and to insure the financial investment in the residence halls/apartments. The distribution of this information (by electronic and other means) to residents constitutes official notice of the possible violations and sanctions contained, though not limited to those.
7. The University shall not be liable to any injury to the resident(s) or guest(s) or damages to any personal property caused by water, rain, fire, steam, sewer, pipes, plumbing, stoves, refrigerators, laundry machines, dryers, or anything else which is beyond the control of the University.

8. Liability for risks or injury and/or damage to personal property, are expressly assumed by the resident. It is strongly recommended that each resident obtain appropriate insurance for personal property.

II. Occupancy Guidelines

A. Eligibility

1. General Eligibility
   a. The offer of on-campus accommodations is extended to full-time matriculated students who are eighteen (18) years of age or older or who will attain the age of eighteen within their first two semesters of enrollment at Stony Brook University.

   Note: Although Stony Brook University does not typically provide on-campus housing for students who enroll at the age of 17 but will not turn 18 years old until after their first year of studies have ended, such applicants may contact the Associate Director of Residential Programs for Administration and Services, at 631-632-6750 or Reside@stonybrook.edu to request special consideration for campus housing. Students under the age of 17 at the time they enroll are not considered for campus housing.

   b. In order to reside on campus, students must maintain their eligibility during the entire fall and spring academic semesters.

   c. Any change in eligibility status (i.e. from full-time student to part-time student, from student to non-student, or from undergraduate to graduate student) may result in relocation or termination of housing. Residents who terminate enrollment for any reason, including graduation, must vacate their assignment within 72 hours of the date their enrollment terminates.

   d. Students who wish to reside in Chapin, Schomburg, or West Apartments Building G, must be a full time matriculated student enrolled in a graduate studies program, or undergraduate students who are married, living in a domestic partnership, or have a dependent child (allowed to live in Chapin Apartments Only)

   e. Stony Brook University is not permitted to classify students according to race, religion, national origin, disability, sexual orientation or gender identity. Assignments cannot and will not be made or changed based on these factors.

2. West Apartments, Chávez Hall, and Tubman Hall Eligibility
   a. Students must have Junior (U3), or Senior (U4) standing;
   b. Have a cumulative Stony Brook GPA of 3.0 or greater.

   All criteria must be met and eligibility must be continually maintained through the residency period. Acceptable judicial history at the University- students found responsible one or more Level II or III violation are ineligible to reside in West Apartments, Chávez Hall, and Tubman Hall. Students may appeal to the Associate Director of Apartment Living for an exception. Loss of eligibility may result in reassignment to a space in a traditional residence hall or loss of campus housing.

3. Graduate Student Eligibility
   a. The University cannot guarantee housing to all students. Priority for housing will be given to first time graduate students who submit their housing request and room deposit by May 15.

   b. Graduate students may remain in their apartment assignment up until the final day of the month in which they are graduating (May or December).
4. Family Housing Eligibility
One and two bedroom apartment units are designated for use by single heads of household, married couples, domestic partners, and their dependent children only. Applicants for family housing must provide two or more of the following documents to prove marriage, domestic partnership, or financial interdependence while sharing the same living domicile for a minimum of six months:

Marriage/Domestic Partnership (two [2] or more of the following are required)
- Marriage License
- Joint Credit Card with Joint Bank Account (only both will be accepted)
- Joint ownership of property with joint utility bills
- Lessor verifying that the joint couple has lived together at least six (6) months.

For Dependent Children (one [1] or more of the following is required)
- Birth Certificate
- Legal Guardianship Documentation
- Adoption Certificate

5. Family Housing Assignments/Safety
a. All families with children who reside in University housing will be assigned to the Chapin Apartments.

b. Families with two adults living with one child under the age of five are permitted to share a one bedroom apartment. The child must sleep in the bedroom and no bedding permitted in the living room/common area of the apartment.

c. Single parents with a child are permitted to share a one bedroom apartment with their child, regardless of the child’s age. This is permitted as long as only one adult in occupying the apartment.

d. Families with two adults living with a dependent child who is age 5 or older, or have 2 or more children residing, must occupy a full two bedroom apartment.

e. Parents should be advised that, their children should not be left unattended when using a portable plastic and/or inflatable children’s pool. Parents who leave children unattended in either a plastic and/or inflatable pool risk a judicial referral. The University shall not be responsible for or liable to the resident(s) or their guest(s) for injury to any person using portable plastic and/or inflatable pools. We also require that when pools are not being used, the owner of the pool empty all water and store the pool in a safe place.

B. Continuing, Changing, and Revoking of Housing Contract
1. A continuing resident will be allowed to renew his/her housing agreement on a space available basis, according to published policies at the time of the renewal request. Academic responsibilities or obligations, such as internships, or research that extends for a semester or longer, and requires the student to be away from campus may serve as reasons for a resident to terminate his/her housing agreement without financial penalty. There is no guarantee that accommodations will be available should a student re-apply for housing.

2. For residents of Chapin, Schomburg and West Apartments Building G, housing rates are based upon 12 months of occupancy, from June 1st through May 31st of each year. In March/April of each year, residents who intend to renew their housing for the following year participate in the online room selection process. Graduate students have two options for renewing their housing:
   a. A full year housing agreement: June to May of the following year. Graduate students must pay rent during the summer months, whether or not they intend to physically occupy the space during that time.
   b. Short term housing agreement: June through July 31st of that year, with no extensions possible beyond July 31st.

3. For residents of West A,B,C,D,E,F,I, and Chávez/Tubman housing rates are billed by semester. Residents who renew their housing agreement during Room Selection are responsible for rent for the Fall and Spring semesters. Summer housing is available as a separate application process but every attempt will be made to
keep the resident in their same assignment if they apply for summer housing by the published application deadline and the building is available.

4. If the continued presence of a student would constitute a danger to the student, or to the safety of persons, or property in the residence halls/apartments, or would pose a threat of disruptive interference with the normal conduct of residence hall/apartment activities and functions, or if otherwise warranted due to the seriousness of a student’s behavior, the University may suspend the student’s privilege of occupancy.

C. Check In/Check Out

1. Check In
   a. Billing begins on the first day of the housing agreement, whether or not physical occupancy of the space is also taken at the same time. Billing continues until the student properly checks out of the space which includes returning the key to the space or until the University determines that the space has been vacated.
   b. Upon occupancy of a room, suite, or apartment, the resident(s) should make an initial inspection of the premises and furnishings. Within 3 days of occupancy a staff member will email residents their electronic Room Condition Report or Apartment Condition Report. Residents are responsible for reviewing and re-submitting this report via the RCR online system. The report will be retained online for the entire duration of occupancy. The report shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the checkout process. Consult (Appendix C) regarding all check in procedures.

2. Check Out
   a. To properly check out a student must completely remove personal property and clean the space. He/she must report to either the Quad/Area Office or Residence Hall/Apartment Office to return the key to a Professional Staff member or Resident Assistant. A Residential Programs professional staff member will assess any damages.
   b. Residents are also offered the Express Checkout option as a check out procedure. For the Express Checkout option, obtain an Express Checkout envelope from the Quad Office, College/Hall Office, or Apartments Office. Once all personal property is out of the room/suite/apartment, lock the door, complete the form in its entirety, and place keys in the attached envelope. Place the envelope in Express Checkout box which is located outside the respective Quad Office, College/Hall Office, or Apartments Office.
   c. Any resident who, upon leaving, fails to check out through either of the above procedures shall be assessed the current fees for failure to return room key(s) and improper checkout. In addition, the resident will continue to accrue, and be responsible for, rent charges through the date the University determines the space has been vacated. Additionally, the resident will be responsible for damages that may occur to that room/suite/apartment. All residents are expected to check out by the posted closing time on the last day of their Housing Agreement.

Items for which charges may be assessed include but are not limited to:

- Labor and material costs to clean or repair rooms/suites/apartment that are not returned in the same condition as when the student took occupancy. Reasonable wear and tear is an exception.
- Nail/pin holes and other decorating damages, including damage from adhesive materials.
- Scarred and/or broken furniture.
- Soiled, stained and/or damaged carpets
- Burns/scorching of any kind
- Damage to walls, wood, metal surfaces, counter tops, screens, doors, etc., beyond normal wear and tear.
- Cost for removal of debris and/or personal items left behind from interior and/or exterior of room/suite/apartment.
- Failure to return key(s) issued by the University.
D. Room Change
As a campus committed to promoting diversity, room change requests that are based on the lack of tolerance for others because of race, creed, color, disability, national origin, religion, sexual orientation, status as a disabled or United States veteran, will not be considered or approved. When requesting a room change, published procedures must be followed. Current room change procedures may be obtained in any Quad or Apartment Office and online. Residents who move without prior approval will be directed to return to their assigned space, will lose their room change privileges until the following semester, and will be subject to judicial proceedings. Consult (Appendix C) for a description of the current room change procedure.

E. Consolidation
The University reserves the right to consolidate residents upon written notice. Residents who live in a room/suite/apartment that is not filled to design capacity may be relocated.

F. Guest Policy
1. Responsibility
Residents hosting guest(s) assume full responsibility for the actions of their guest(s) whether the guest has been formally registered and regardless of duration of visit. This may include liability for the cost of property damage caused by a guest and/or any campus judicial action instituted as a result of guest behavior. For additional guidelines on the University guest policy, please refer to the University Student Conduct CODE.

2. Late Night/ Overnight Guests
a. Residents are permitted to host overnight guests, which is any person(s) remaining overnight between the hours of 11:00 pm and 9:00 am. Residents wishing to host an overnight guest must follow all published procedures, which are available at all Quad/Apartments offices and online. This policy applies to on-campus residents not assigned to the space, non-resident guests, and non-student guests.
   b. Only overnight guests whose hosts have followed the published procedures are permitted to stay in a residential facility. No individual may be a late night/overnight guests more than three (3) nights in a seven (7) day period, and a maximum of six (6) nights in any thirty (30) day period.

3. Limitations
   a. Individuals granted guest status may not become another resident’s guest as a means of extending their visit.
   b. Guest frequency may not be used as a means of obtaining campus housing without being assessed housing fees; residents may be denied guest privileges, face judicial action and billed restitution for the cost of the period of unauthorized residency.
   c. A guest may not occupy a residence hall/apartment bedroom or suite/apartment common area in the absence of the assigned occupants of the room.
   d. Each resident of a room/suite/apartment may host no more than 2 guests; total occupancy may never exceed twice the number of residents assigned to that space.

4. Refusal of Guest Status
A guest may be denied permission to be a guest in the future by the Division of Campus Residences based on behavior which includes but is not limited to posing a potential threat to students and/or the University or is otherwise in violation of the University’s Student Conduct Code or Rules of Public Order. The guest shall be informed of that reason when s/he is asked to leave the halls. Guests who have been denied authorization in one residence may not request guest status in another residence.

G. Unauthorized Occupants or Trespassers
Facilities not authorized for sleeping quarters may not be used for that purpose without the consent of the Assistant Vice President for Campus Residences or his/her designee; any person doing so will be considered a trespasser. Unauthorized occupants shall be subject to a charge at the prevailing daily rate for a comparable space
during the entire period of improper occupancy, and may be subject to criminal and/or judicial proceedings as well. Public spaces that are not authorized sleeping quarters include but are not limited to lounges, recreation rooms, laundry rooms, classrooms, etc.

III. Financial Obligations

A. Housing Charges

1. Housing fees in Residence Halls are assessed by the month and Apartments are assessed by the semester. For a listing of room rates click here.

2. Most undergraduate students must submit an advance room deposit (currently $200.00) at the time of application or reapplication each year, which is credited towards the room fees for the appropriate semester. Exceptions to this requirement are delineated in the housing application materials.

3. For graduate students there is a $200.00 advance payment which will be applied to September rent. This payment must be made prior to May 15 of the year the applicant first applies for apartment housing. However, exceptions can be made based on documented financial hardship.

4. Housing fees are assessed on a monthly basis.
   a. Housing charges assessments will begin as soon as the resident signs their Apartment Housing Agreement and takes the key to the space.
   b. Residents moving in after the first day of the month will assume all remaining housing charges for the balance of the month based on the date of check-in.
   c. Residents vacating their assignments any time during the agreement period are liable for the entire year’s room charges unless occupancy is at full capacity and a waiting list exists to fill the anticipated space.
   d. The monthly room charge is payable on the first of the month in accordance with the University’s billing schedule. Late fees will be applied to any account when the rent payment is not received by the tenth of the month. Payments made by mail must be received by the due date or will be considered a late payment.
   e. A payment check returned by the bank for any reason is subject to a Return Check Fee of $30.00.

B. Utilities

All utilities are included in the stated room fees except for the cost of telephone unit and service beyond the campus.

C. Payment of Housing Charges/Billing

1. Payment of all housing fees is required by the due date on the resident’s University account. Failure by a resident to maintain his or her account in good standing will result in having late fees assessed by the University Bursar and could result in termination of the resident’s housing agreement upon 72 hours written notice.

2. Residents assigned to temporary spaces (doubles occupied as triples or lounges assigned as bedrooms) will receive a credit (currently $5.00) for each day the resident is assigned to a temporary space. Once the resident is offered a permanent space the credit will be posted to the University account. If the offer of a permanent space is declined or ignored for any reason the daily credit will be discontinued from the date the permanent space was offered.

3. Only residents in good financial standing will be permitted to participate in the annual room selection process.

D. Rate Changes

Rate changes resulting from a change in occupancy status will become effective as of the first day the space is made available to the student. A resident will not be allowed to upgrade his or her room/suite (i.e., transfer from a lower to a higher monthly room charges) or renew his/her housing agreement unless all prior rental charges and outstanding student account bills have been paid.

E. Meal Plans

All first year and transfer residents must participate in a resident meal plan for their first two semesters in campus housing regardless of room/building assignment. Beyond the first year of enrollment, any student assigned to a
designated meal plan residence hall must register for one of the Residential Meal Plans offered by the University regardless of class standing. Students beyond their first year of enrollment who reside in designated cooking buildings have the option of whether to purchase a meal plan, subject to all published terms and conditions for meal plan contracts.

F. Damage Fees & Individual/Multiple Liabilities
1. Each person assigned residency in a residence hall/apartment will be held responsible for any damage beyond normal wear and tear to his/her assigned room or quarters, the furniture, fixtures (including window treatments), equipment, structural components contained therein, and for any damage caused by him/her or his/her guest to any other part of the residence hall/suite/apartment premises. Fees will be assessed for damage to the room/suite/apartment.

2. In the event that two or more persons occupy the same room/suite/apartment and it cannot be ascertained which student is responsible for the damage, the charge will be assessed against residents equally. It is the student’s responsibility to keep the facilities and furnishings of the University in good condition for use by future students.

3. The room condition will be determined by the Room Condition Report/Apartment Condition Report to be completed by the Residence Hall/Apartments Staff. The Residence Hall Director/Apartment Living Coordinator will do a final inspection to determine if damage requires the student to be billed.

4. Students are strongly advised to have all of their personal property protected against theft and other loss by appropriate individual or family insurance coverage, as the State of New York and Stony Brook University provide no such insurance coverage and will not be responsible for any such theft, damage, or other loss.

G. Voluntary Housing Cancellation Policy
1. Termination after a Residency Period has commenced
   a. When occupancy levels in the residence halls/apartments are at or above 100% of useable space, residents who cancel their housing will be assessed housing charges on a daily basis through the date that a proper checkout is processed. However, once occupancy in the residence halls/apartments falls below capacity and there is no active waiting list for housing, residents who cancel their housing will be assessed housing charges through the end of that semester/contract period with no proration of fees extended. Additionally, the resident will remain responsible for any damages that may occur to that room despite the resident’s non-occupancy.
   b. Individuals wishing to request an exception to the guidelines for early agreement termination may submit a letter of appeal to the Associate Director of Residential Programs for Administration and Services.

2. Cancellation prior to First Day of Residency Period
   All requests for cancellation of housing must be made in writing to the Division of Campus Residences. The cancellation date will be that on which the space can be reassigned. Advanced payment room deposits will be refunded as appropriate under the cancellation schedule published each year.

H. Withdrawal or Dismissal from the University
Residents who withdraw or are dismissed from all classes will have their housing agreement terminated and will be expected to check out within 72 hours of the change in their academic status. It is incumbent upon the individual to notify Campus Residences of the change in status immediately and to make arrangements for proper check out.

I. Eviction Procedure
Any resident who fails to pay any fee or assessment, unless properly deferred or waived, as required for residence, will have his/her housing agreement cancelled. In addition, s/he may be subject to general University regulations regarding non-payment of fees.
Only residents in good financial standing will be permitted to participate in the annual room selection process. Residents who fail to meet their financial obligations to the University by established payment dates and who
have been unable or unwilling to arrange for proper deferment may be subject to the eviction guidelines indicated below. Any resident who is evicted for non-payment will be given 30 days’ notice, from the time written notice is served by means of campus mail or Campus Residences Staff member, concerning their account before eviction procedures are enforced. Written notice may take the form of a University bill.

IV. Standards of Living

A. Cooking
Cooking may occur only in apartment/suite kitchens or University provided public kitchens. Food that is cooking should not be left unattended and should be checked regularly. Any knives used for cooking purposes must be kept clean and stored away. No knives should be visible in any bedroom or common room/area. Kitchens must be kept clean and free from dirt, grease, garbage, and trash. Range hoods, cooking tables, and adjacent surfaces must be kept free of grease. Residents must dispose of grease properly and not in bathroom, hall, or public sinks. Hot grease must not be discarded in waste receptacles. Failure to comply with cleanliness standards will result in judicial action and/or assessment of cleaning fees. Outdoor grilling or cooking is prohibited on any residential property.

B. Appliances
The following electrical appliances are prohibited from possession and/or use in bedrooms/suites/apartments:
1. Washing machines not provided by the University
2. Irons without automatic shut off
3. Air conditioners not supplied by the University
4. Space heaters not supplied by the University
5. Non-university issued lamps except those powered by compact florescent bulbs (CFL).
6. Any cooking appliance including, but not limited to: hot plates, non-university microwaves, grill cookers, non single brew coffee makers without automatic shut off, and toaster ovens.

C. Authorized Cooking Appliances
1. Public Kitchens- Residents who reside in halls with a public kitchen may only use pots and pans for food preparation. Pots and pans must be stored in rooms/suites when not in use and kept clean. Single cup coffee brewers (i.e-Keurig) with automatic shut off and electric kettles with automatic shut off are permitted for use in bedrooms and common areas.
2. Cooking Buildings (Irving, Hand, Gershwin, James)- Residents may use pots, pans, rice cookers, and crock pots in designated kitchens. Storage of all appliances must be cooled down, stored in rooms/suites and kept clean. In suite style cooking buildings, all appliances must be stored in the kitchen area. Single cup coffee brewers (i.e-Keurig) with automatic shut off and electric kettles with automatic shut off are permitted for use in bedrooms and common areas.
3. Apartments- Students in University Apartments with a kitchen may use regular slotted toaster, pots, pans, rice cookers, and crock pots. All appliances must be stored in the kitchen. Single cup coffee brewers (i.e. - Keurig) with automatic shut off and electric kettles with automatic shut off are permitted for use in bedrooms and common areas.
4. All approved appliances must be U.L. approved and free from frays or defects in wiring.

D. Refrigerators
1. Only refrigerators of 1.5 amps and 5 cubic feet will be allowed beyond university provided refrigerators where applicable.
2. Brookhaven Residential Village are NOT allowed to have personal refrigerators.
3. All refrigerators must be plugged directly into wall outlets. The use of extension cords is prohibited.
4. One refrigerator per person allowed. During the check-in period and throughout the semester, refrigerators will be inspected for external cleanliness and deterioration in an attempt to deter pest infestation.
5. Campus Residences reserves the right to remove/store any personal appliance or heavy electrical equipment that is unauthorized or found to be a health and safety hazard. Students will be charged an appropriate removal fee and will be referred for judicial action.
E. Furnishings and Keys
1. Alterations to physical facilities are not permitted.
2. Residents are not permitted to install window treatments, or take down those provided by the University.
3. Any furniture and/or mattresses that are not provided by the University, including but not limited to ottomans, desks, chairs of any kind, book shelves/cases, foam based mattresses/puffers/pads and air mattresses, are not permitted in any residential facility.
4. Small fabric, plastic and metal storage containers, drawers, and bins are permitted.
5. Residents will be issued one entry and/or one bedroom key upon check in. Residents are responsible for all keys issued. Duplication of University-issued keys is strictly prohibited.
6. Beds, desks, and dressers are not permitted in common areas of suites or apartments.
7. University owned furniture that is placed in public areas (including but not limited to lounges, recreation rooms, classrooms, etc.) cannot be removed from assigned spaces and are prohibited in any resident rooms, suites, or apartments.
8. No furniture (including refrigerators) can be stacked on top of another piece of furniture.

F. Specialty Living Communities
1. 24-Hour Quiet
   a. Residents of 24-Hour Quiet Communities accept a living standard that supports strictly enforced quiet hours 24 hours a day, seven days a week. It is understood that everyday noises such as: doors opening, conversations in the hall and behind doors may exist and are not considered unreasonable. It is expected that residents and their guests are courteous of others at all times. (Note: these are not silent buildings)
   b. Residents who fail to comply with the expectations of a 24 hour quiet community may be administratively reassigned to a space in another residential community and will receive a judicial referral. (Note: warnings may be given in verbal or written form)
2. Substance Free
   a. Substance Free Communities provide students with a living option free of tobacco products, alcohol beverages, and other illicit drugs.
   b. Substance Free accommodations require all residents and their guests to keep their room free of alcohol, cigarettes, chewing tobacco and other smoking materials. Use and/or possession of all tobacco and illicit drugs are prohibited in all residence halls/apartments. Furthermore, all residents living in the University's residence halls/apartments must comply with State and Federal regulations related to the use of alcohol and drugs.
   c. Residents who fail to comply with the expectations of a Substance Free community may be administratively reassigned to a space in another residential community and receive a judicial referral upon the first violation.
3. Gender Inclusive Housing
   a. Residents of Gender Inclusive Housing will have the opportunity to live with members of the same gender, the opposite gender or students from across the gender spectrum within the same suite.
   b. Gender Inclusive Housing is available to Stony Brook students who are 18 years of age or older by the start of the semester for when they request accommodations. Applicants will be able to request placement into one of the Gender Inclusive suites or apartments on a space available basis, and will sign a supplemental housing agreement which outlines the expectations of the community. Requests for Gender Inclusive Housing will be reviewed with each applicant including a discussion of community expectations with placement facilitated on a space available basis.

G. Quiet Hours Policy
1. General Quiet Hours
   Quiet Hours are 11pm-8am, Sunday evening through Friday morning, and 2am-10am, Friday evening through Sunday morning. During quiet hours, residents are prohibited from producing noise which can be heard beyond one’s bedroom or suite. Campus Residences reserves the right to extend quiet hours during exam periods. Residents in 24 Hour Quiet Living Conditions should refer to the Specialty Living section.

2. Extension of Quiet Hours
   During finals week, 24-Hour Quiet Hours policy will be extended to all campus housing to begin at 4PM on the
last day of classes and continue until 8PM the day of commencement. Violation of quiet hours during this period may result in the student being asked to leave campus housing immediately even if they are not done with final exams.

3. **Courtesy Hours**
   Courtesy Hours are in effect 24 hours a day. Residents must make reasonable efforts to avoid disturbing other residents and comply with reasonable requests to cease any disruptive activity.

### H. Alcohol/ Drugs
Residents and their guests are expected to comply with the policy and procedures regarding the sale, service and consumption of alcohol. Please consult The University Student Code of Conduct for more information on the Campus Alcohol Policy.

The use of illegal drugs is prohibited in Campus Residences. All students living in the Residence Halls and/or University Apartments and their guests must comply with State and Federal regulations, and University Conduct Code requirements related to the use, possession, and sale of illegal drugs or drug paraphernalia. Please consult the University Student Conduct Code for more information on the University illegal drug policy.

### I. Pets/Animals
1. No resident shall have or harbor pets or other wild or domestic animals in the residence halls/apartments other than fish. Pet paraphernalia, equipment, supplies and food are also prohibited. No more than one aquarium (fish tank) of 10 gallons or less per room will be permitted. No flesh eating fish such as piranha are allowed.
2. Residents who believe that they have a medical need for a Service Animal or Emotional Support Animal that is required to assist them with their daily living and safety needs must contact the Office of Disability Support Services.

### J. Pest Control
The University utilizes an Integrated Pest Management System (IPM) approach to pest control. Residents of residence halls/apartments experiencing infestation problems should request treatment through their quad office or Fixit system. It is unlawful for anyone to apply pesticides at any university property. Applications are only permitted by EH&S licensed personnel and approved contract exterminators. All resident students must comply with the requirements of the University pest control program. Residents may not refuse, and are required to properly prepare for the pest control officer. Residents must not remove or tamper with any pest control device placed by the University. IPM also requires residents to place food in containers for storage, keep rooms/suites/apartments clean, vacuum, and properly dispose of trash and garbage daily. For additional information please click on [Environmental Health & Safety](#).

### K. Roof Access
The University strictly prohibits students from gaining access to the roofs of residence halls/apartments.

### L. Wireless Networks
1. All Residence Halls/Apartments contain wireless routers provided by the University. Users of the University network are prohibited from installing or connecting devices which could potentially degrade or deny services. This includes, but not limited to, routers (wireless and wired), proxy servers, gateways, compromised/infected personal devices and Dynamic Host Configuration Protocol (DHCP) appliances. In addition, connecting any device to an unauthorized wireless network will result in immediate judicial action. Stony Brook reserves the right to protect the integrity of the campus network and will disable any connection which violates this policy.
2. Students should not tamper with, damage, or remove the wireless routers from their locations. If a student’s room/suite/apartment contains a wireless router, students will be responsible for the cost of repair or replacement of the router resulting from accidental or intentional damage.
V. Safety and Security

A. Health and Safety Inspections

1. In order to ensure a clean and healthy living environment for current and future residents, health and safety inspections are conducted throughout the Fall and Spring semesters. All residents are given ample notice at the beginning of the month that members of the Residential Programs staff will enter rooms/suites/apartments regardless of whether residents are present. Residents are encouraged to use this time to coordinate efforts within their bedroom space, bathrooms, and in the common living areas to correct any conditions that do not meet cleanliness or safety standards as outlined in this document.

2. Residential Programs staff will temporarily remove and store any prohibited items found during inspections. Items include, but are not limited to, extension cords, unauthorized appliances, and unauthorized furniture. Items will be labeled and stored by professional staff members. Residents will have the opportunity to take prohibited items home at the end of the respective semester. Unclaimed items will be disposed/donated at the end of every semester. The University is not responsible for compensation for any discarded items.

B. Safe Conditions

No person shall create safety or health hazards in any residence hall/apartment. Examples of prohibited behavior or items include, but are not limited to:

1. Propping open outside doors, unlocking lounge windows.
2. Using windows, balconies or unauthorized doors to enter or exit buildings.
3. Excessive accumulation of garbage or filth in rooms, common areas, bathrooms, or balconies.
4. Supporting or raising beds by non-University devices. Approved bed risers may be no higher than six inches.
5. Blocking fire equipment or exits from a living space (including doors and windows).
6. Weights (above 20 pounds per weight) or weight benches in student bedrooms/suite rooms/apartments.
7. Mopeds or motorcycles inside the residence hall or apartments or within 25 feet of the exterior of any residential building.
8. Bicycles may not be stored within any residence hall/apartment except when utilizing University Bicycle rooms or University issued bike storage racks. Bicycles must be kept on bike racks or under bike shelters available in all quads and apartments areas. Bicycle registration is available to all resident students through the Residential Risk Management website to help provide tracking information in the event of loss or theft.
9. Throwing or pushing objects off balconies or out of windows.
10. Using balcony for storage, barbecuing, placement of University furniture, garbage or recyclable items, etc.
11. Balcony capacity should not exceed 3 people.
12. Playing sports or using equipment that is considered, or could be considered, sporting equipment inside of the residence halls/apartments.
13. Engaging in any activity that will injure, deface, or damage any part of the residence halls/apartments facilities. This includes posting of signs or advertising notices in non-approved areas.
14. Installation of personal locks on windows or doors.
15. Duplication of University-issued keys.

C. Cleanliness

1. University housing spaces must be kept clean and free from dirt, grease, garbage and trash. Proper care, cleaning, and use of community area and facilities, including stairs, stairwells, laundry rooms, and grounds are a resident’s responsibility. Residents shall not sweep trash from inside to outside of the room/suite/apartment (shake rugs, dust mops,) or throw dirt, trash, garbage or waste from windows or balconies. Stairwells, landings, walkways and patios must be kept clean and free of clutter from toys, bikes, boxes, etc.

2. The following must be kept clean and will be inspected by residence hall/apartment staff: living room, dining room, kitchen area, bathroom(s), bedroom(s), and garbage/recycling receptacle(s).
D. Fire Safety

1. No person shall refuse to observe any safety regulations or procedures. Fire Safety, University Policy, and/or Campus Residences staff may enter rooms during fire alarms to ensure compliance with evacuation procedures. The University reserves the right to require that prohibited items are removed immediately from the Residence Hall/Apartments.

2. Examples of other prohibited behavior or items include, but are not limited to:
   a. Tampering with, or otherwise misusing, fire-fighting equipment including, but not limited to: fire extinguishers, fire hoses, fire alarms, fire doors, pull stations, heat and smoke detectors, and exit signs.
   b. Possessing/using/starting: fires, candles, incense or other flammable items; the use or possession of gas, kerosene, alcohol or other flame-producing appliances.
   c. Any electrical appliance or device with wiring that is frayed, broken, or taped.
   d. Remaining in the residence hall/apartments during fire alarms.
   e. Possessing lofts/loft beds not supplied by the Division of Campus Residences
   f. Overloading outlets or using/possessing extension cords, and use/possession of multi-plug splitters.
   g. Connecting surge protectors to other surge protectors. Surge protectors must be plugged directly into a wall outlet. If you think your surge protector does not meet university standards notify the RHD/ALC and they can assist you with a swap program sponsored by Residential Risk Management and the Fire Marshals.
   h. Activating the fire alarm from the use of any heat producing device, including but not limited to curling irons, hair straighteners, and flat irons. Placing heat producing devices on top of electrical wiring or any flammable surface is prohibited.
   i. The use of multiple plugs for cooking.
   j. Blocking or restricting access to hallway, window, room/suite/apartment exits. This regulation includes, but is not limited to, the presence of refrigerators or other furniture in such locations.
   k. Use/possession of non-U.L. approved appliances anywhere in the residential facility
   l. Failure to remove grease/oil from range hoods, cooking tables or adjacent surfaces; improper disposal of grease.
   m. Any unattended cooking.
   n. Excessive occupancy (each resident of a room/suite may host no more than 2 guests; total occupancy may never exceed twice the number of residents assigned to that space).
   o. Natural Christmas trees. (Artificial Christmas trees are permitted, but must be less than 6 feet tall).
   p. Plug-In Air Fresheners
   q. Holiday or decorative string lights cannot be placed on any item other than artificial trees.
   r. Improper installation of items. [Students may not affix anything to the ceilings in their room (e.g. curtains, tapestries, etc.) nor may items be hung in front of the room door or used as a room divider. Any items made of fabric (e.g. tapestries, clothing, sheets, etc.) may not be hung up on the walls. Curtains/drapes provided by the University are the only fabric item allowed to be hung in an on-campus student room. Flammable materials are not to be posted on the exterior surface of room doors or on walls or hallways except on designated bulletin boards or in display cases. Wall and door postings must not cover in excess of 50% of the total surface area.]

3. Exterior room/suite/apartment door postings are limited to one name tag per resident, and one dry erase board.

4. Residents may not use charcoal, bottled gas or any torch or flaming device, including gasoline-fueled stoves, in the rooms/suites/apartments or on the balcony. Kerosene heaters are strictly prohibited. Failure to comply may result in arrest or suspension from on-campus housing and resident(s) may be held accountable through judicial proceedings

E. Security

1. It is the responsibility of each resident to assist the University in providing protection for persons and property. Residents are required to carry their room key(s) and University ID card with them at all times, to lock bedroom and suite/apartment doors whenever exiting, and to report lost or missing keys or access cards immediately.
2. In order to provide additional building security, the Division of Campus Residences enforces the following policies:
   a. No person shall use or possess any key to a residence hall/apartment or to any lock within a residence hall/apartment which s/he is not specifically authorized to use or possess.
   b. No person shall enter any residence hall/apartment area which is not intended for the use of residents or their guests (e.g., attics, storage areas, roofs, equipment rooms) without the permission of the Assistant Vice President for Campus Residences or his/her designee. Nor shall any person assist the unauthorized entry of any person into any restricted area.
   c. No person shall attempt to deny other residents the use of furnishings or facilities intended to be available in or assigned for the use and benefit of those residents.

3. Walk service is offered by The Residential Safety Program and can be reached at 2- WALK (9255) from on campus phones and 631-632-9255 from off campus phones.

F. Lockouts and Lost Keys
1. It is an expectation that all residents will carry their keys with them whenever they leave their bedroom/suite/apartment. Failure to do so, resulting in staff response/assistance, in excess of three (3) times per academic year will result in judicial referral.

2. All residents are required to attempt to regain access into their room/suite/apartment in the following order:
   a. Knock on the entrance door of your room/suite/apartment, so that a fellow resident can give you access.
   b. Contact the RA on duty or Quad/Apartments Office.

3. Lost, misplaced or stolen keys must be reported to the Quad/Apartments Office immediately. Campus Residences will change the lock or core and new keys will be issued if a resident does not return a temporary loan key and show their original key to the Quad Office or to a professional staff member within 48 hours of receiving the temporary key. The responsible resident will be billed for this expense according to the schedule in Appendix F, and new keys will be issued to all appropriate residents at no charge to those individuals. All existing keys and cores remain the property of the University and must be returned to an Apartments Office or Quad Office. A temporary key will be issued until the lock change has occurred. This charge will not be revised or refunded.

G. Aiding, Abetting, and/or Inciting Prohibited Conduct
1. No student shall willfully incite another to commit any acts prohibited in the University Student Conduct Code or Campus Residences Terms of Occupancy.

2. No student shall attempt to engage in conduct which, if completed, would result in the violation of any rule or policy applicable to the University Student Conduct Code or Campus Residences Terms of Occupancy.

3. No student shall aid, help, or otherwise assist another in violating any rule applicable to the University Student Conduct Code or Campus Residences Terms of Occupancy.

H. End of the Semester Conduct Violations for Residence Halls
1. During finals week, 24-Hour Quiet Hours policy will be extended to all residence halls (to begin at 4PM on the last day of classes and continue until 8PM the day of commencement). Violation of quiet hours during this period may result in the student being asked to leave the residence hall immediately even if he/she is not done with final exams. Residents who violate the Conduct Code or Terms of Occupancy during this time may be asked to check out and leave the residence halls. Residents will receive an End of Semester Conduct Violation notice if there is a report of an alleged violation. Cases that were not adjudicated at the end of the Fall or Spring semester will be heard over the Winter intersession or Summer break. During this time, hearings may be conducted in person or over the phone.

VI. Miscellaneous
A. Driving, Parking and Bicycles
1. Residents must obey all traffic and parking regulations.
   a. Only junior (U3) and senior (U4) undergraduate resident students and graduate resident students may register a motor vehicle on campus, including motorcycles.
   b. Resident students may only park in designated areas.
c. The speed limit on all University Housing roads is 15 miles per hour.
d. Any vehicle without proper registration or insurance may be removed by University Police and/or the Department of Traffic Safety and all expenses will be billed to the owner.
e. Students are not permitted to illegally park in handicapped parking areas, fire lanes, on sidewalks, between buildings or on lawns.

2. All motor vehicle operators must comply with New York State traffic laws and University motor vehicles regulations. There is a limited amount of parking available and therefore there is no guarantee of a parking space for students with registered vehicles. Handicapped parking stickers may be requested through the Office of Disabled Support Services.

3. All bicycles must be kept on bike racks or in bicycle storage areas. Bikes should never be chained to handicap ramps, stairwells, lamp posts, trees or other fixtures. Residents who store bicycles in unapproved areas will not only be responsible for removal charges, but may also be held accountable for a University Student Conduct Code violation.

B. Use of Residential Sports Courts

The use of all residential sports courts are only for resident students. Hours of Operation are posted on each individual court. Residents who utilize the space outside of the appointed hours or who disturb other residents with excessive noise at any hour will be escorted from the area by University Staff and/or University Police. Tampering with electrical panels, nets, fencing, and other fixtures in and around the sports courts is strictly prohibited.

C. Storage Space

Due to space limitations, the University cannot provide storage for students’ belongings. Students must be prepared to move their belongings immediately upon signing out of the apartments. All personal property that is abandoned will be disposed or donated.

VII. Emergency Maintenance/ Custodial

A. Custodial/ Maintenance Emergencies

1. Outside of regular business hours (after 4:30 p.m. Monday-Friday, and on weekends and holidays), the Division of Campus Residences’ night or weekend maintenance staff is authorized to respond to emergency situations only when contacted by professional staff. Such emergencies are resolved at no charge to the resident except when damage is the result of carelessness or is of a deliberate nature.

2. An emergency is defined as a situation which will cause or potentially cause:
   a. Physical harm or extreme hardship to residents.
   b. Physical damage to the building structure.

3. The following non-exhaustive list provides examples of emergency situations; these will be given immediate attention on a call-back basis:
   a. Heat problems (if the inside temperature is below 68° degrees F.)
   b. No electricity
   c. Floods of any kind (e.g. sinks, toilets, pipes in walls etc.)
   d. Clogged or broken toilet (if another toilet is not available)
   e. Frozen water pipes
   f. Clogged sewer lines
   g. Clogged sinks or bathtubs if another sink or tub is not available
   h. Person locked inside any room
   i. No running water
   j. Exposure to bodily fluids
   k. No hot water

B. Access by Maintenance or Professional Staff

Residents may not refuse access to maintenance or professional staff members, presenting or displaying University ID, in exercising their assigned responsibilities. During emergencies or when responding to maintenance or custodial related issues staff may enter residential areas without having provided notice to the occupants.
VIII. Minimum Standards

In accordance with the requirements of Chapter 416 of the Laws of 1988, the State University Board of Trustees has approved minimum living conditions standards, which, along with guidelines developed by the campus, set the standard for conditions in residential facilities.

A. Standard I

The residence halls and apartments shall be constructed and maintained to conform to all applicable safety codes and health standards.

Guidelines:
1. All furnishings and equipment supplied by the University will meet applicable fire and safety codes and standards promulgated by the State of New York.
2. Each resident’s bedroom will have an operational smoke detector.
3. Residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and applicable safety codes and health standards in the use of private equipment and appliances, as detailed in these Terms of Occupancy.
4. Access to residential facilities is provided for the disabled in accordance with applicable codes and standards (i.e., section 504 of the Rehabilitation Act of 1973).
5. Inspection and assessment of the physical facility and its components (e.g., water, electricity, and heating systems) is conducted annually by appropriate personnel in Residential Operations. The report of this inspection, including a priority list of repairs, recommended timetable for completion, and any backlog from earlier reports is distributed to appropriate campus personnel.

B. Standard II

The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all community areas in residence halls and apartments.

Guidelines:
1. Cleaning of lounges, hallways, bathrooms, and other community areas used by all residents will occur on a regular basis.
2. Every reasonable effort will be made by the Division of Campus Residences to keep residential facilities sanitary and vermin free, and all appliances in good working order or removed from service. Residents will also share in this responsibility.
3. Whenever a question arises about the suitability of a particular student bedroom, Residential Operations staff will recommend to the Associate Director for Residential Programs of Residence Halls/Apartment Living whether such rooms should be removed from service until conditions are corrected. The Associate Director for Residential Programs of Residence Halls/Apartment Living will decide whether such rooms should be removed from service until conditions are corrected.

C. Standard III

The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.

Guidelines:
1. Each resident will be provided with adequate room/suite/apartment and lounge furniture. As a minimum, except in the case of over-assignment, each resident will be provided with a bed, a desk, a light source, a dresser, and a closet or a wardrobe cabinet. All such equipment will be clean, sturdy, and of acceptable appearance.
2. The Division of Campus Residences assesses the condition of all bedroom furniture during each academic year, and utilizes the target amount recommended by SUNY Central Administration for replacement of furnishings. It is the responsibility of all residents to report any maintenance problems to their RHD, ALC, or their Quad/Apartment Office as soon as problems are identified.
D. **Standard IV**

The Campus shall establish procedures for routine and emergency repairs to residence hall and apartment facilities guidelines:

1. All requests for repairs should be entered in the on-line work order system located here. In the event of a facilities related emergency, residents should alert their RHD. ALC, or Quad/Apartment Office, if during business hours or by calling University Police nights and weekends to reach the staff member on duty. Should residents have a question about the status of a service request, they may check on that status by logging onto the work order system and searching for the status of their specific request.

2. To the extent possible, major rehabilitation or other capital projects will take place at times when residents are not in occupancy. Major construction projects that are disruptive to ongoing programs will not continue during scheduled examination periods. If this is impossible, arrangements will be made to house residents elsewhere.

3. **Storage Space after Check Out**

   Due to space limitations, the University cannot provide storage for students’ belongings. Students must be prepared to move their belongings immediately upon checking out of the residence halls/apartments. The disposal of found property will be done in accordance with the terms set by the New York State Personal Property Law. See (Appendix A).

E. **Standard V**

The campus establishes procedures for redress for student residents in the event of the loss of services such as heat, light, and hot water in the residence halls and apartments for extended periods that are within the control of the campus.

**Guidelines:**

1. Planned outages that extend for a significant period of time will result in a reduction in the basic housing rate for all affected residents.

2. Should a residential area lose basic service such as heat, hot water, or light, and that loss is expected to persist for an extended period of time, alternate space will be identified, to the extent possible, to accommodate the affected residents. Residents will have the option of accepting an alternate space as either a permanent reassignment or as a temporary living space until service is restored in their regularly assigned space.

3. If sufficient space in other areas to accommodate affected residents does not exist, to the extent possible arrangements will be made to find alternative living accommodations. If this is not possible, a portion of the resident’s room charges will be credited to their account.
APPENDIX

Appendix A - Property

I. Campus Residences Unclaimed Items Policy
   A. If any staff member recovers an item from one of the resident(s) room, they need to report it to the quad office in order for the item to be tagged and returned to its rightful owner.
   B. *If items are found in a room the Quad Office staff will verify that the room is indeed a vacancy and coordinate the bagging and documentation of found items. Documentation shall include the owner name, attempts made to contact the owner, an inventory of items, a picture of the item, date found, and full name of finder. Every attempt should be made to reach the owner.

II. Disposal of Found Property
   A. The disposal of found property will be disposed of in accordance with the terms set by the New York State Personal Property Law as indicated below:
      1. Property valued at one hundred dollars ($100) or less will be held for at least three (3) months.
      2. Property valued over one hundred dollars ($100), but not more than five hundred dollars ($500), will be held for at least six (6) months.
   B. If the property value is estimated to be over a thousand ($1,000) dollars, contact Residential Risk Management to determine a safer method of storage.
      1. Property valued over five hundred dollars ($500), but not more than five thousand dollars ($5,000), will be held for at least one year.
      2. Property valued at over five thousand dollars ($5,000) will be held for at least three years.
   C. Unclaimed item(s) having minimal value can be donated to a recognized charity or appropriately destroyed. Cash which has not been claimed by the owner or the finder within the appropriate time period will be deposited into the Stony Brook University General Fund account.
   D. After the report has been drawn, a copy should be sent to the Director of Residential Risk Management.

Appendix B - Housing Eligibility

I. West Apartments, Chávez and Tubman Hall Eligibility
   All criteria must be met, and eligibility must be continually maintained throughout the residency period. Loss of eligibility may result in reassignment to a space in one of the traditional residence halls or loss of campus housing.
   A. Students must have U3, or U4 standing.
   B. Have lived on campus at Stony Brook University for at least one semester.
   C. Have a cumulative Stony Brook GPA of 3.0 or greater.
   D. Acceptable judicial history at the University- students found responsible for two or more Level I violations one or more Level II or III violations are ineligible to reside within West Apartments, Chávez, or Tubman. Appeals may be sent to the Associate Director for Residential Programs of Apartment Living.

II. Specialty Academic Housing
   A. Honors College Students will be assigned to a designated residence hall (currently Toscanini College).
   B. WISE (Women in Science and Engineering) will be assigned to a designated residence hall (currently Gray College).
   C. University Scholars are assigned to one of six designated residence halls on campus (currently Dreiser, Greeley, Dewey, Amman, Benedict, or Cardozo).
   D. HAB (High Achieving Business) students will be assigned to a designated residence halls (currently Langmuir College.)

III. Accommodations for Disabilities
   Any medical or physical related issues that require special housing accommodations must be brought to the attention of the office of Disabled Support Services; modification of housing will be processed based on recommendations from that office.
Appendix C - Room Occupancy Procedures

I. Assignment and Arrival

A. Room Assignment
Upon arrangement of a housing contract, residents will be assigned a space and date to move in.

B. Room Assignment Hold
Room assignments will be held until 5:00pm of the first day of classes or until 5:00pm of the day an assignment is given, whichever is later. Late check-ins may be requested through the quad/apartments office. Failure to obtain approval for a late check in will result in the forfeiture of assignment.

C. Electronic Room Condition Report (E-RCR)
1. When first occupying a room, suite or apartment, the resident(s) should make an initial inspection of the room(s) to verify the condition of the premises and furnishings. Within 3 days of occupancy a staff member will email residents a link to their Electronic Room Condition Report.
2. Residents must enter their student ID number and room location (quad/apartment area, building, room number) when logging into the system. After being logged in, residents will complete the report.
3. Residents will be prompted with the following chart, outlining all aspects of the facility and furnishings therein. Residents must note any issues with items listed on the report. In addition, there will be a listing of any pending work orders on the room/suite/apartment that the quad/apartment office is aware of.
4. The report will be retained online for the entire duration of occupancy. The report shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the checkout process.

II. Voluntary Room Changes

A. During published periods when room changes are permitted, residents may request a room change through their respective Quad/Apartment Office. Residents must complete a Room Change Request Form, and have it approved by the Hall Director/Apartment Living Coordinator of the building(s) for the original and requested rooms.

B. During the academic semester, room changes are considered only when moving between spaces with identical rates.

C. As a campus committed to promoting diversity, room change requests that are based on the lack of tolerance for others because of race, creed, color, disability, national origin, religion, sexual orientation, or status as a disabled or United States veteran, will not be considered or approved.

D. Residents who move without prior approval will be directed to return to their assigned space, will lose their room change privileges until the following semester, and may be subject to judicial proceedings.

III. Check Out

A.1 Apartments
Residents are expected to check out by the posted closing time on the last day of their Housing Agreement. Residents must check out of their space within 24 hours after becoming non-matriculated, or not full-time student, either through graduation, withdrawal, or suspension/expulsion from the Apartments or University.

A.2 Residence Halls
Residents must check out of their space 24 hours following the end of their last final or by 9am on the day after the last scheduled final, whichever is sooner. All residents are expected to check out by the posted closing time on the last day of their Housing Agreement.

B. To properly check out a student must completely remove personal property and clean the space. He/she must report to either the Quad/Apartment or Residence Hall Office to return the key to a Professional Staff member or Resident Assistant. A Residential Programs staff member will assess any damages.

C. Residents are also offered the Express Checkout option. To utilize this option, residents must obtain an Express
Checkout envelope from the Quad/Apartment or Residence Hall Office. Once all personal property is out of the room/suite/apartment, lock the door, complete the form in its entirety, and place keys in the attached envelope. Place the envelope in Express Checkout box which is located outside the respective Quad/Apartment or Residence Hall office.

D. Any resident who, upon leaving, fails to check out through either of the above procedures shall be assessed the current fees for failure to return room key(s) and improper checkout. In addition, the residents will continue to accrue and be responsible for rent charges through the date the University determines the space has been vacated. Additionally, the resident will be responsible for damages that may occur to that room/suite before the determined vacancy date.

IV. Voluntary Termination of Housing Agreement
   A. Prior to the start of published residency period, requests by prospective residents who wish to cancel their housing must submit a request in writing to the Division of Campus Residences. The cancellation date will be that on which the space can be reassigned. Advanced payment room deposits may not be eligible for refund.

   B. After the start of the published residency period, residents wishing to terminate their housing contract prior to the end of their agreement period must submit a request in writing to the Associate Director of Residential Programs for Administration and Services.

   C. When occupancy levels in the residence halls or apartments are at or above 100% of useable space, residents who cancel their housing will be assessed housing charges on a daily basis through the date that a proper checkout is processed. However, if occupancy in the residence halls or apartments is below capacity and there is no active waiting list for housing, residents who cancel their housing will be assessed housing charges through the end of that semester for residence halls, or at end of the lease periods for apartments, with no proration of fees extended. Additionally, the resident will remain responsible for any damages that may occur to that room despite the resident’s non-occupancy.

V. Room Consolidation
   The University reserves the right to consolidate residents upon written notice; residents who live alone in a double room may be relocated.

VI. Eviction from Residence Halls/Apartments by the University
   Residents may be obligated to prematurely vacate their room for several reasons including, but not limited to:

   A. Student receives three Letters of Warning for infractions of the Student Conduct Code, or these Terms of Occupancy.
   B. There is an outstanding balance on the account of the student and/or he/she has unpaid housing fees.
   C. Student is dismissed from the university or from classes, or if the student’s course load falls below full time status.
   D. If the continued presence of a student would constitute a danger to the student or to the safety of persons or property in the residence halls or apartments, or would pose a threat of disruptive interference with the normal conduct of residence hall/apartment activities and functions, or if otherwise warranted due to the seriousness of a student’s behavior, the University may suspend the student’s privilege of occupancy in accordance with the University Student Conduct Code.
Appendix D - Health and Safety Cleanliness Expectations

I. Suite/Living Room Area
To allow easy access into this area, living room items (including furniture) should be organized and neat. No open food items should be present. Excess trash should be removed.

II. Dining Room Area
The dining room table should be clean and any food items in that area should be stored in closed containers, to discourage pests.

III. Kitchen Area
The floor should be clean (i.e., swept and mopped). Any food items in the area should be stored in closed containers, to discourage pests. The stove and countertop areas should be cleaned and wiped down properly, (i.e., no oil or grease). The kitchen sink should be clean and empty (i.e., dishes are cleaned, and are in the dish drain and/or stored). The garbage receptacle should be empty or at moderate level; not overflowing.

IV. Bathroom Area(s)
Floors should be clean (i.e., swept and mopped). The tub, shower, toilet and countertop areas should be clean, free of dirt and debris.

V. Bedroom(s)
The room should be set up to allow easy ingress and egress. Clothes and other obstacles should be removed and put away.

VI. Garbage and Recycling Receptacles
Garbage and recycling receptacles should be emptied regularly. There should not be any garbage or recyclables outside the receptacles and the receptacles must not be overflowing. Garbage and recyclables may not be left outside the room/suite at any time. All garbage and recyclables must be disposed of in designated garbage bins throughout the Residence Halls/Apartments.

Appendix E - Campus Residences’ Room and Repair Rates
This index lists the current room rates and minimum charge required to repair and/or replace Stony Brook’s University residence hall and apartment facilities and the furnishings within.

Appendix F - Guest Policy

I. Guest Policies
A. Residents hosting guest(s) assume full responsibility for the actions of their guest(s). Residents are permitted to host overnight guests, which is any person(s) remaining overnight between the hours of 11:00 pm and 9:00 am. Residents wishing to host an overnight guest must follow all published procedures, which are available at all Quad/Apartment offices and online.

B. Only overnight guests whose hosts have followed the published procedures are permitted to stay in a residential facility. Residential guests may remain overnight for no more than three (3) nights in a seven (7) day period. Permission for extended visits must be obtained from the Residence Hall Director/Apartment Living Coordinator or Quad/Area Director.

C. Individuals granted guest status may not become another resident’s guest as a means of extending their visit. Further, should it be discovered that an individual is hosting a guest frequently as a means of obtaining campus housing without being assessed housing fees, he/she may be denied guest privileges, face judicial action and billed restitution for the cost of the period of unauthorized residency.

D. Further, a resident that hosts a guest (overnight or otherwise) assumes responsibility for the conduct of that guest in residence halls or apartments. This may include liability for the cost of property damage caused by a guest and/or any campus judicial action instituted as a result of guest behavior. In addition, a guest may not occupy a residence hall/apartment bedroom or suite/apartment common area in the absence of the assigned occupants of the room.

E. A guest may be denied permission to be a guest in the future by the Division of Campus Residences based on behavior which includes but is not limited to posing a potential threat to students and/or the University or is
otherwise in violation of the University’s Student Conduct Code or Rules of Public Order. The guest shall be informed of that reason when s/he is asked to leave the halls. Guests who have been denied authorization in one quad may not request guest status in another quad.

F. Each resident of a room/suite may host no more than 2 guests; total occupancy may never exceed twice the number of residents assigned to that space

G. For additional guidelines on the guest policy, please refer to the University Student Conduct Code.

Appendix G - Lockout Policy

I. Lockout Policies
A. All lockouts will be responded to in a timely manner by the Resident Assistant (RA) on duty or the quad/area office staff. However, if there is another more critical or serious emergency, the RA on duty or staff member is obligated to respond to that emergency first.

B. From 8:30AM to 5:00PM Monday-Friday all lockouts should go through your respective quad/area office. Lockouts that occur between 5:00PM to 7:00PM will be addressed by the RHD/ALC on duty. Between 7:00PM to 8:30AM the next morning and on the weekends an RA is on duty to respond to lockouts and other emergencies. All residents are required to make every effort to regain access into their room/suite/apartment by first doing the following:

C. Knock on the entrance door of your room/suite/apartment, so that a fellow room/suite mate can give you access.

D. If the first option is not available, go to a neighbor or common area phone and contact the RA on duty, Quad/Area Office or University Police.

E. It is an expectation that all residents will carry their keys with them whenever they leave their bedroom/suite/apartment. Failure to do so, resulting in staff response/assistance, in excess of three (3) times per academic year will result in judicial referral.

F. Lost, misplaced or stolen keys must be reported to Quad/Area Office immediately. Campus Residences will change the lock or core and new keys will be issued. The responsible resident will be billed for this expense according to the schedule in (Appendix F), and new keys will be issued to all room/suite mates at no charge to those individuals. All existing keys and cores remain the property of the University and must be returned to an Apartments Office or Quad Office. A temporary key will be issued until the lock change has occurred. This charge will not be revised or refunded.