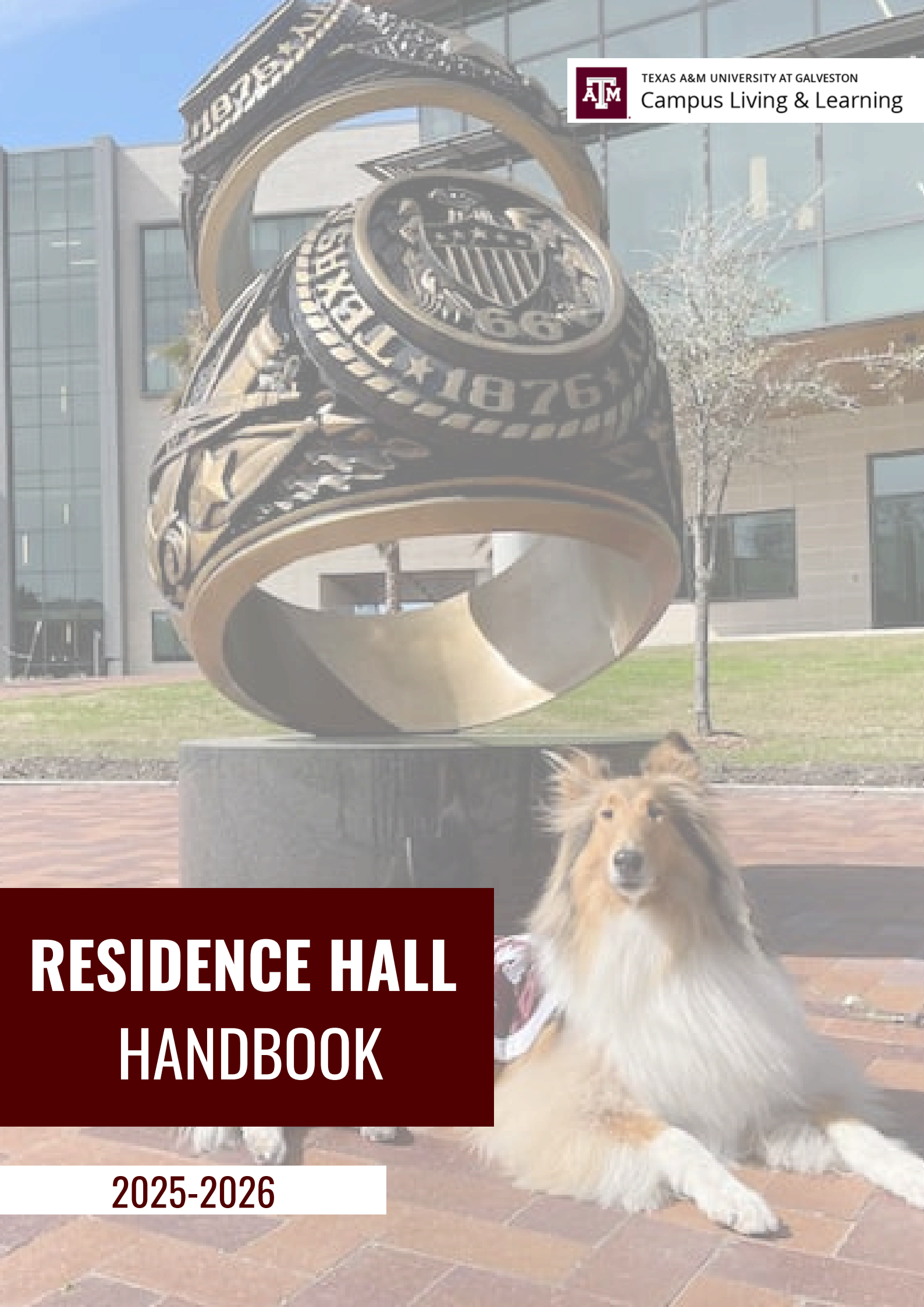




TEXAS A&M UNIVERSITY AT GALVESTON  
Campus Living & Learning

# RESIDENCE HALL HANDBOOK

2025-2026



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# HOWDY!

## WELCOME FROM ASSOCIATE VP OF STUDENT AFFAIRS



Dear Fellow Aggie,

Howdy and welcome to Texas A&M University at Galveston! We consider ourselves both honored and privileged to have been granted the opportunity to serve you this year as you move into your new home on campus. All of us in the Division of Student Affairs truly do want you to consider the residence halls, as well as all of campus, your new home (or at least your home away from home) for the next year.

In this manual, you will find the guidelines, procedures and hopefully many of the answers to any questions you might have. I strongly encourage you to read through this manual first, but if you continue to have any questions whatsoever, please do not hesitate to ask. Community Leaders (CLs) are stationed on every floor of every residence hall to assist you in making your experience at Texas A&M University at Galveston a positive one.

If they are unable to assist you personally, they will certainly be able to direct you to someone on campus who is qualified to help. Of course my staff and I stand ready to assist you as well. If we have not already met, please drop by our office and introduce yourself once you get settled. We would love to personally welcome you into our Aggie family.

I truly hope that you enjoy your stay with us on campus this year. If you have any suggestions for improving the residence halls, please do not hesitate to contact me. I challenge you to get out of your room and meet those who live around you. Be an active participant in turning your living area into a community of friends, rather than just a residence hall room where you lay your head down at night. Get involved in campus life, the Residence Hall Association, Student Government Association, Student Activities, or any one of the number of clubs and organizations that are active on our campus. College is what YOU make of it, so help us make TAMUG the best that it can be for you.

Sincerely,

Todd Sutherland, Ph.D.

Associate Vice President for Student Affairs and Assistant Superintendent of the Texas A&M Maritime Academy

# HOWDY!

## WELCOME FROM DIRECTOR

On behalf of myself and all of our staff, please let me welcome you to our community here at Texas A&M University's Galveston Campus. We are so excited to have you here for this season of your life. As you take your first steps out of the nest, applying the lessons imparted by those who raised you of how to be in the world, take time to appreciate the opportunity you have to be a part of it all. Never again will you be exposed to such a cross-section of the world. We want you to take advantage of that. Meet people you would never meet. Put yourself in situations where you can learn, and don't be afraid to take a chance and ask the crazy question! The answers may surprise us all.

It is our mission to provide every student on campus with a place where they can safely live and learn. Past that, we seek to create an environment that fosters scholarship and encourages learning for the sake of learning.

We ask that you partner with us in building a community of Aggies that care and that embodies the ideals of the Aggie Code of Honor. We do not lie, cheat, steal nor tolerate those that do. We know that our relationships are most successful when we communicate with intention in an earnest search to understand before being understood. We value those who stand up for the rights and well-being of others as well as for themselves.

But most of all, we want you each to have a fun time in college (within reason, of course). We hope for you to meet the people who will be with you through the big moments in your life; weddings, funerals, and all the things in between, for you to grow to be greater than you thought you could be, and to push yourselves further than you thought you could go.

We are so excited for what you are going to be! I can see it as though it has already happened. Thank-you for letting us be a part of your journey.

Gig 'em!

Neil E. Golemo, Ph.D.  
Director of Campus Living & Learning



# CAMPUS LIVING & LEARNING STAFF

## PROFESSIONAL STAFF

Professional staff members of Campus Living & Learning are full-time staff members who hold at least a Master's Degree (or are currently working towards completing one) and have various responsibilities related to the operations of Campus Living & Learning at Texas A&M University at Galveston. The Assistant Directors of Campus Living & Learning supervises our Housing Coordinators and works as a liaison for the department with other campus administration. Our Housing Coordinators live in on-campus apartments and are directly responsible for the supervision of the student Community Leaders and office staff. Each of our professional staff members works to establish a supportive and positive learning environment for residents. They are all available to discuss personal and school concerns and welcome ideas and suggestions to improve your living experience.

## COMMUNITY LEADERS

The Community Leader (CL) is an important member of the Campus Living & Learning staff. They are generally an undergraduate peer leader who works with a group of 50-75 residents. The Community Leader is supervised by the Housing Coordinators, and also reports to the Assistant Director for Campus Living & Learning. For students living in Corps of Cadet housing, Company Commanders (CO) also serve as Community Leaders and work for Campus Living & Learning. The Community Leaders support and carry out objectives, policies and procedures of Texas A&M University at Galveston, the Division of Student Affairs, and Campus Living & Learning. They are available for conflict mediation, help residents with transitioning and making connections to campus resources, and enjoy providing engaging programs for their residents to enjoy. Community Leaders staff the Office of Campus Living & Learning after hours and are on-call throughout the night.

Any student who has resided on-campus for a minimum of one semester and holds a 2.5 minimum cumulative GPA may be eligible for the Community Leader position. Please speak with a Housing Coordinator for more information about the application process to be a Community Leader.

## STUDENT OFFICE STAFF

Student office staff are available in the main office of the Campus Living & Learning building from 8am-2am during the week to assist with checking out equipment, lock-outs, and answering general questions related to residence hall living.

Campus Living & Learning hires office staff each semester. Please speak with a Housing Coordinator for more information regarding this position.



# RESIDENCE HALL MAP



1. POLARIS  
2. ALBATROSS  
3. PACIFIC  
4. ATLANTIC

5. HULLABALOO  
6. OCEANS  
7. TEXAS A&M MARITIME

VIRTUAL TOURS &  
ROOM DIMENSIONS

SCAN THIS!



# MISSION AND PRINCIPLES



## MISSION

Campus Living & Learning provides an environment where students may safely live and learn; is academically centered and focused on the holistic development of students built on a foundation of inclusivity.

## ANCHORING PRINCIPLES

We seek to be good stewards of University and State resources.

Along with our students, we are shared stakeholders in their success in their time as students and beyond.

We are committed to helping students discover their role as productive and responsible members of the Aggie Community in the world at large.

We have a responsibility to actively address behaviors that are not conducive to scholarship or that may serve as a hindrance to the scholarship of others.

We hold communication –in all of its forms- to be a cornerstone of student and professional development.

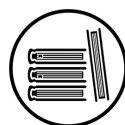
# JOURNEY CURRICULUM

## SELF DISCOVERY



Becoming leaders of character requires Aggies to understand themselves before they understand others. Texas A&M students gather insight into their purpose and passion by developing their personal core values, articulating their identities to enrich experiences with others and describing ways in which they live their core values in daily activities. Aggies must also lead others to take action with integrity.

## LIFELONG LEARNING



Curiosity fosters lifelong learning to unlock potential. Aggies commit to participating in learning opportunities that positively impact current and future communities and lead them to new growth. They not only embrace change to adapt to new environments, but produce innovative ideas that create positive change in their communities and help others understand the connection between learning and decision-making.

## GLOBAL COMPETENCE



Through learning of others' experiences, Aggies will contribute to a more just and equitable world. Understanding different experiences is a critical skill to be successful and impactful in a global society. The student must then take action and assume leadership.

## ACTIVE CITIZENSHIP



Active citizenship is a keystone of democracy. A student exhibiting active citizenship leads others to participate in opportunities for engagement in communities and acts of selfless service. Through active and ongoing mentoring relationship the student encourages others to engage in community.



# SERVICES

## 24-HOUR STAFF AVAILABILITY

The main desks in Pacific and Atlantic Halls are open Monday-Friday from 8am-2am and on Saturday, Sunday, or other regular term holidays from 6pm-2am. The TAMMA Hall desk is open Monday - Wednesday 8am-midnight, Thursday 8am-2am, and on Saturday, Sunday, or other regular term holidays from 6pm-2am. These hours may vary during Summer and extended University holidays.

The Campus Living & Learning phone numbers posted at the front desks will be answered 24 hours a day, even if the main office is not open. After hours, the phone is usually answered by the Community Leader on-call. This person has access to contact other University staff members including after- hours maintenance, professional staff members, and counselor on-call.

## CL&L OFFICES

Campus Living & Learning has professional staff members located in Atlantic, Pacific, and TAMMAH Halls. Campus Living & Learning has three front desk operations in Atlantic, Pacific, and TAMMAH Halls. It is through one of these desks that you may have a key re-programmed or get information from a Campus Living & Learning staff member.

## CABLE TELEVISION

All residence hall rooms are provided with cable television (residents must bring their own television). Apogee and Texas A&M University at Galveston have partnered to bring you digital TV service. Digital TV service provides better picture quality, additional HD programming and improved audio.

Verify that your TV has the proper QAM tuner (internal or external). Without a QAM tuner you will not receive TV service. You can check to see if the TV has an internal tuner by searching the specifications section of your TV manual. If you no longer have your TV manual, locate the make and model of the TV and lookup the specs online.

If your TV does not have an internal QAM tuner, an external QAM tuner will need to be purchased in order to receive channels.

- 1.Ensure that all cables are connected securely.
- 2.In the menu or set-up options on the TV, verify that the TV is set to CABLE or CATV.
- 3.Run a channel scan. This setting is normally located in the menu or set-up option however it varies depending on the TV make and model.

# SERVICES

## CAMPUS DINING

All on-campus residents, with the exception of residents in Albatross and Polaris (who have kitchenettes) must purchase a meal plan. The meal plan goes into effect the night prior to the first day of classes. To learn more information about Campus Dining please visit: <https://dineoncampus.com/tamug>.

## INTERNET CONNECTION

Internet (Ethernet, and wireless) access is provided in all residence hall rooms at no additional charge to the student. All internet access through the Residence Halls is done through Apogee Networks. It'll show up as "Start Here" or "MyResNet 5G" under available networks. To log in, you'll need to create a profile through "Apogee ResNet TAMUG" and list your housing assignment. Detailed instructions and additional plans can be found at <https://tamug.apogee.us>.

Contact support via:

- Phone- Student Support Toll Free Line: 1-855-290-7137 - Available 24/7 365 days
- Email- ([support@myresnet.com](mailto:support@myresnet.com))
- Live Chat via Internet- <https://tamug.apogee.us>

## ROOM LOCK OUTS

If you lock your key in your room, first please contact your roommate/suitemate (that's easiest). If you cannot contact them, you should report to Campus Living & Learning. Campus Living & Learning staff will verify your room of residence through their software system then they will escort you to your space and key you in.

If you have lost your Student ID Campus Living & Learning staff will issue a temporary key for a maximum of 48 hours (72 hours is lost during the weekend/ on a campus holiday) in order for you to retrieve a new student ID. You must then return to Campus Living & Learning with the temporary key and your new student ID. Campus Living & Learning will then take the temporary key and activate your new student ID. NOTE: Once a temporary key is used in your door lock, your student ID will no longer work, and therefore must be recoded at Campus Living & Learning. Broken, lost, or unreturned temporary keys will result in a \$10 charge to the resident.

If you have lost your hard key, you will be issued a temporary key until the request for the replacement of a hard key lock is completed. There is a \$75 charge for the replacement of a hard key lock.

# SERVICES

## WORK ORDERS

All requests for maintenance service (whether a light bulb needs changing or your shower won't drain) should be completed through the instructions below. **DO NOT** give these requests directly to maintenance staff personnel because they cannot act upon a direct request. **NOTE:** Any requested repairs resulting from damage by the resident will be billed to the resident. If it is unclear who caused the damage, and neither party takes responsibility, the University may split the bill among the possible responsible parties, especially if the parties in question had knowledge of the damage and did not report it.

Work requests for any physical problems with your room (light bulb replacement, leaky faucets, air conditioner or door lock problems, etc.) will be addressed by Facilities Services as soon as possible. Work orders are addressed in the order of urgency.

Emergency problems should be reported immediately to the front desk. Emergencies included overflowing toilets, leaks, now power to the entire room, etc.

Have a maintenance concern within your room? Fill out the work order form below so that a member of the maintenance team can assist you and follow up with you if needed.

- Log-in Information:
  - Atlantic Hall - Member ID: atlantic, with password: atlantic
  - Hullabaloo Hall - Member ID: hullabaloo, with password: hullabaloo
  - Oceans Hall - Member ID: oceans, with password: oceans
  - Pacific Hall - Member ID: pacific, with password: pacific
  - Texas A&M Maritime Academy Hall - Member ID: tamma, with password: tammah
  - Polaris Hall - Member ID: polarishall, with password: polaris
  - Albatross Hall - Member ID: albatrosshall, with password: albatross
- Log-in Instructions:
  - Log in according to your building information above.
  - Enter your name, phone number, and email in order to receive updates about your request.
  - Use the dropdown menus until you have selected your specific room number (down to side A/B and bathroom, if necessary).
  - In the "short description" box, describe your specific maintenance issue (ex: bathroom light is out).
  - Hit "Submit" at the bottom.

**Work Order Form: <https://tinyurl.com/TAMUGWorkOrder>**

# SERVICES

## ILLNESS AND INJURY

There are no health services on this campus. Texas A&M University at Galveston has a close relationship with The University of Texas Medical Branch clinic located on Harborside, who provides our health services. If you need transportation to the clinic and are unable to arrange it for yourself, notify Counseling Services. For more information about Health Services please visit: <https://www.tamug.edu/counsel/resources/healthservices.html>

## LAUNDRY

Washers and dryers are located in every residence hall on campus. The machines are high efficiency machines and we recommend using high efficiency liquid detergent. Laundry fees are included in residents' University fees; therefore, residents do not need to pay for laundry at the time of service. If there are issues with one of the laundry machines there is contact information located in the laundry room.

## MAIL AND PACKAGES

**DROP BOXES:** All TAMUG students are able to sign up for a mailbox in ASEC. Students receiving a package should make sure to check their e-mail on file with the University, as notifications will be sent via e-mail.

**HOURS:** The Mail Room is open from 8:00 a.m. to 5:00 p.m. (closed 12 – 1 for lunch), Monday through Friday.

Your campus mailing address is:

Shipping Address for Students (Fed-Ex, UPS, DHL, Amazon, etc.):

(Student's Name and Drop #)

200 Seawolf Parkway

Bldg. #3035

Galveston TX, Texas 77554

Mailing Address for Students (regular postal service mail):

(Student's Name and Drop #)

P.O. Box 1981

Galveston, Texas 77553

# SERVICES

## PARKING

All students parking an automobile or motorcycle on the campus must pay a yearly parking fee. Students who drive automobiles are able to purchase two types of parking passes: commuter or resident. Commuter passes are for students who do not live on campus and resident passes are for students who do live on campus. Any two wheel vehicle that is required to have a plate, is also required to have a parking pass. These fees and more information can be found through Campus Police:

[https://www.tamug.edu/police/Campus\\_Regulations/Prkng\\_Permits.html](https://www.tamug.edu/police/Campus_Regulations/Prkng_Permits.html).

## TV AND STUDY LOUNGES

Study lounge space is available in the residence halls as well as lounges equipped with TVs are available. These spaces are open 24 hours and located in various places within the residence halls. There is a F1rst Gen lounge located on the second floor of Pacific Hall and a Honors Lounge located on the second floor of Atlantic Hall.

## VENDING MACHINES

Snack food and soft drink vending machines are located in some of the residence halls. Should you have an issue with any machine, note the service label on the upper right-hand corner of the machine. Please call that number and note the machine number for servicing.

## FOOD PANTRY

17% of Galveston County faces food insecurity, defined by the USDA as not having consistent access to food year-round.

Do you not have predictable food access? You're not alone, and the TAMUG Food Pantry can help! Stop by The 1973 Center and grab some nonperishable groceries and other basic necessities. It is easy and confidential.

Location: The 1973 Center

Contact: [foodpantry@tamug.edu](mailto:foodpantry@tamug.edu)

# SAFETY AND SECURITY

## SEA AGGIE ALERT (EMERGENCY COMMUNICATION SYSTEM)

Texas A&M University at Galveston utilizes an emergency notification system to send instant notifications to registered users mobile phones, e-mail addresses, pagers, and on the TAMUG web page. Registering for Sea Aggie Alerts is the surest way for you to receive notifications critical to your safety and well-being. The registration link is available on the TAMUG homepage ([www.tamug.edu](http://www.tamug.edu)).

## ACCESS CARD SYSTEMS

The Onity/ Visionline Access Key Card systems are electronic key systems. They allow the University to provide increased security and safety for all residents. Your student ID serves as your access key to your room and, for buildings with exterior hall security locks, access to your building. Each student ID is individually coded for that resident's room and building, and only a maximum of four (4) occupant keys can open your door at any given time.

### OPENING YOUR DOOR

1. Atlantic, Hullabaloo, Oceans, Pacific, Albatross, and Polaris: Insert key, arrow down and facing you, into your door lock.

TAMMAH: Place key and hold key on black area of door handle.

2. When the green light appears, push the handle down and your door will open. For hallway doors, simply push the door open.

### LOCKING YOUR DOOR

1. Close door firmly and door will lock automatically.

2. Atlantic, Hullabaloo, Oceans, and Pacific: Pull up on interior door handle to engage deadbolt lock. TAMMAH: Turn the knob to engage the deadbolt lock.

Albatross and Polaris utilize their ID's to access the building and are given hard room keys for access that must be signed out.

### MAINTAINING SECURITY

In order to provide the highest level of security and health for all of our residents, please abide by the following:

1. Keep your key card in your possession at all times. University rules require you to carry identification and prohibits loaning your key to anyone.
2. Keep doors locked when you are not in the room, even if you are leaving for 'just a few seconds'; it only takes a few seconds for someone to enter your room without your knowledge or consent.
3. DO NOT place foreign objects into or otherwise damage or deface a door lock; this can result in damage to the door lock and/or breaching security for all residents in the room and/or hall. Damaging door locks may also result in disciplinary action by the University for 'Destroying, damaging, or littering of any property' (See Student Life Rule 24.4.4).
4. DO NOT leave doors propped open or otherwise unsecured; this can result in door malfunctions, health hazards such as mold or mildew growth, and/or breaching security for all residents in the room and/or hall. Leaving doors unsecured may also result in disciplinary action by the University for 'Breaching campus safety or security' (See Student Life Rule 24.4.8)



# SAFETY AND SECURITY

## EMERGENCY CONTACTS AND MISSING PERSONS

During the housing application and contract renewal processes, students living on campus are required to provide at least one emergency contact to Campus Living & Learning. This information will be kept confidential and will only be utilized by Campus Living & Learning staff and other University staff members with emergency response job responsibilities, in the case of emergencies involving students such as death, life threatening injuries or a missing person report. Students may update their emergency contact information at any time by contacting Campus Living & Learning.

On-campus residents should contact Campus Living & Learning staff or the Campus Police if they suspect another student is missing. Upon receiving the report of a missing student, Campus Living & Learning staff members will work with Campus Police to investigate.

## EMERGENCY NUMBERS

Ambulance, Fire or Police Emergency (24 hours) 911

Counseling Center 409.740.4736

Campus Police (24 hour) 409.740.4545

Student Life Office 409.740.4561

Campus Living & Learning (Main Line) 409.740.4445

In order to protect our students, TAMUG has state police officers on duty 24 hours every day of the year. They can be alerted to emergencies by calling 911 from any campus phone. If it is a non-emergency, call the Campus Police office at 409.740.4545, or their cell phone at 409.771.5185.



# SAFETY AND SECURITY

## FIRE ALARMS

Each building is equipped with a fire alarm. They are here for your protection; students should not tamper with them. If a fire alarm sounds, you should:

1. Quickly put on a coat and hard-soled shoes.
2. Take a towel, soaked in water if possible, with you to put over your face to prevent smoke inhalation. (can be more helpful).
3. Proceed directly to a place of safety. Do not attempt to salvage personal belongings.
4. Close your windows and doors.
5. Check your door or doorknob with the back of your hand. If it is hot, do not open it. If it is cool, exit cautiously and lock your door. Be sure to take your keys and your University ID Card.
6. Walk quickly, in an orderly manner, through the exit for your area and to your designated evacuation location (posted on the back of your front door).
7. DO NOT re-enter the building until you are told to do so by a Campus Living & Learning staff member or TAMUG employee.

Everyone, including residence hall personnel, must leave the hall when the alarm sounds. Tampering with a fire alarm device is a Class C Misdemeanor and is punishable by a fine up to \$500 or 180 days in jail or both. Initiating a false alarm is a Class A Misdemeanor and is punishable by a fine of up to \$4,000 or one year in jail or both. In addition to violating state law, initiating false alarms and tampering with fire alarm equipment could jeopardize the safety of all residents in the hall.

### Additional Tips in the Event of a Fire

By following the guidelines listed below, you will have the best chance of surviving a fire with the least amount of personal injury and property damage.

1. Know at least two ways to exit from your room. If you live in Hullabaloo or Oceans hall it is necessary that you keep your balcony free of anything that could block an escape. Practice finding your way with your eyes closed (have someone help you do that). Smoke rises, so you want to crawl below it. Be prepared to reverse your direction or return to your room. Keep one hand on the wall in the direction you turn, so you can keep your orientation.
2. Memorize landmarks, such as drinking fountains and bulletin boards. If you do become disorientated, enter any room that will provide refuge until you are rescued.
3. If a fire alarm sounds, exit the building immediately and keep a safe distance from the building. Prior to leaving your room, feel the highest portion of your door. If it is hot, do not open it. If it is cool, brace yourself against the lower portion of the door as you open it. If the hallway appears safe, take your key with you, close your door, and exit the building. Follow instructions from hall staff or emergency personnel.

# SAFETY AND SECURITY

## FIRE ALARMS

4. If you cannot leave your room for safety reasons, block cracks around the door with wet towels. Call 9-911, giving your name, room number, and situation. Do not leave your room until you are told it is safe to do so, fire fighters will evacuate those most in danger, so you may not be evacuated immediately. If smoke enters your room, lie on the floor for the freshest air. Open the window if there is no smoke visible on the outside. Attract attention by dangling a sheet (daytime) or flashing your room lights (nighttime). If you must break a window, use a chair and knock out all of the glass to provide the most ventilation.
5. If you are the person who discovers a fire, activate a pull station. When you get to a safe area outside, call 911. Answering their questions clearly will ensure a quick response from emergency personnel.
6. Do not reenter the building until instructed by staff, even though this may be some time after the fire appears to be out, since the building has to be inspected. Emergency personnel will secure the building to ensure the residents' privacy and property security.

By following these suggestions, you will provide yourself with the best chance of surviving a fire. Review these tips often, practice your exit routes, and follow good fire prevention practices to insure you will not have to use these skills.

## FIRE AND LIFE SAFETY INSPECTIONS

In the wake of recent residence hall fires and subsequent inspection by the State Fire Marshal's Office, Campus Living & Learning has begun conducting fire and life safety inspections of all campus residence halls. These inspections are conducted each semester. The intent of these inspections is to increase the level of safety and safety awareness for all occupants of the residence halls. These inspections will include residence hall rooms and staff offices as well as all mechanical and common areas.

Inspections will begin around the fifth week of the semester and will continue until all residence halls have been inspected. All inspections will be conducted between the hours of 10 am and 8 pm and will be conducted in the presence of a residence hall staff member. Advance notifications of all inspections will be provided to hall staff. Notices will be posted on bulletin boards to inform residents, and if you are available, you are encouraged to be present during the inspections of your room. A follow up inspection may be necessary if needed changes are noted.

Safety practices in general and the checklist of items noted in this section will be the primary focus of these inspections. Campus Living & Learning and Residence Hall Staff appreciate your cooperation in this effort and will make every effort to minimize inconvenience to occupants during these inspections.

# SAFETY AND SECURITY

## FIRE AND LIFE SAFETY INSPECTIONS

The most frequent safety problems found during room inspections include: candles/incense; prohibited/unapproved appliances; combustible liquids; covered, blocked, or tampered with smoke detectors; overloaded electrical outlets; tapestries/wall hangings placed directly over a bed; egress (exit) blocked; refrigerators and/or microwave ovens plugged into extension cords and not directly into a wall outlet; unsanitary room conditions with excess clothing or paper on the floor; windows obstructed with furniture; and deactivated door closures.

## HEAT AND SMOKE DETECTORS

A heat/smoke detector is mounted in each room. The device is critical to early fire warning and can save many lives. As such, do not hang articles from the detector, cover it with anything, or attempt to disconnect it in any fashion. Tampering with the alarm is a violation of state law resulting in possible fines and jail time. University disciplinary action will follow. Each resident will be held responsible for any damage to the heat/smoke detector and will be billed for any repair/replacement cost.

## TORNADOES AND SEVERE THUNDERSTORMS

Local radio and television stations announce tornado watches when the weather conditions are right for a tornado, but none have been sighted, tornado warnings when a tornado has been sighted, and storm alert when a severe thunderstorm is approaching. Follow these procedures if there is a tornado or storm alert:

1. Stand clear of windows, exterior walls and doors.
2. Take a text book or hard items with you to protect your head & neck.
3. Move to:
  - Oceans, Hullabaloo, Albatross, and Polaris Residents: proceed to the center of the first floor hallways
  - Atlantic, Pacific, and TAMMAH First Floor Residents: common/ bathrooms area
  - Atlantic, Pacific, and TAMMAH Upper Floor Residents: proceed to the center of the first floor if possibly, if this is not possible find shelter in your common/ bathroom area
4. Close all doors possible.
5. Avoid standing near areas which may be glass enclosed.
6. If you are unable to move to small interior rooms, get under something sturdy if possible (i.e., sturdy tables, desks, etc.)
7. If time permits, go to the lowest possible floor and stay with a friend.
8. Call 911 if emergency help is needed

# SEVERE WEATHER

## HURRICANES

Hurricanes are a threat to Galveston Island. Hurricane season generally lasts between June and November. These storms are the most dangerous and destructive of any tropical system (including Tropical Disturbances, Tropical Depressions, and Tropical Storms.) Hurricanes bring winds in excess of 64 knots (74 mph), heavy rains, and are a major hazard to property, life and limb. As such, there is a possibility that students may be asked to evacuate the campus because of a hurricane threat. The following precautions should be taken at this time:

Arrange now for TRANSPORTATION, should evacuation be ordered.

- If evacuation is necessary, all students will be required to depart campus.
- Automobiles should be filled with gasoline as soon as possible and driven only as necessary. Arrangements should be made to remove all automobiles from campus if evacuation is ordered.
- Students without transportation should make arrangements for a ride with fellow students.
- Persons with vehicles are asked to share space with those who have no vehicle. If you can provide a ride to other students, please notify the Campus Living & Learning of your destination and numbers of passengers you can accommodate.
- If you are unable to arrange transportation, report to the Campus Living & Learning as soon as possible.
- All students will be instructed to fill out an online form informing the University of their destination and travel arrangements, this is to assist the University in assuring all students are safe and accounted for.

Prepare for the safety of any PERSONAL BELONGINGS that you plan to leave behind.

- Students in the residence halls should lock up all personal belongings to secure against looters.
- In the event of an evacuation, students should bring books, uniforms, and other course-related materials. In the event of a direct-hit and damage to campus, it is possible campus may not be accessible for an extended time and classes will continue from an alternate location (such as College Station).
- If the order to evacuate is given, personal gear should be placed on top of furniture and/or moved to the bathroom. Clothing, bedding, and shoes should be protected from possible flooding.
- All electrical appliances should be unplugged except aquarium pumps and air conditioners.
- Clear all balconies and outside areas of personal gear.
- Clean all refrigerators. Unplug them and leave the doors open. All food should be taken with you or carried outside to the dumpster.
- Empty trash cans.
- Lock all doors and windows to include bathrooms and patios. Do NOT duct tape windows.
- Remove all rugs and personal carpets from the floors.



# SEVERE WEATHER

## HURRICANES

Evacuation SHELTER for a limited number of students who cannot make other arrangements will be provided at Texas A&M University, College Station, TX.

- If you require such shelter, notify your Community Leaders as soon as possible and indicate this on the Emergency Information Sheet.
- Additional information concerning these arrangements will be available from the University.

CHECK OUT prior to leaving.

- Emergency Information Forms will be online, accessible through [www.tamug.edu](http://www.tamug.edu). Please complete these forms prior to leaving.

Listen for ANNOUNCEMENTS for the resumption of classes.

- The media will be asked to announce both cancellation and resumption of classes. Local radio station KGBC runs 24-hour hurricane announcements.
- The Texas A&M University at Galveston number for information is 409.740.4400.
- The Texas A&M University at Galveston webpage ([www.tamug.edu](http://www.tamug.edu)) will be the best source of information.

Once back on campus you should be aware of potential hazards that may exist. Remain aware of your surroundings. Wild pigs, snakes, and rats are likely to be present, although University personnel shall make every effort to clear the area before your return. If you are bitten by any of the above, seek the necessary medical attention. Report the incident to the Office of Campus Living & Learning after receiving proper medical attention.

ADDITIONAL INSTRUCTIONS AND INFORMATION will be disseminated through the Community Leaders, Campus Living & Learning, Student Services, and Campus Police.





# LEADERSHIP OPPORTUNITIES

Campus Living & Learning has several leadership opportunities available to students, both paid and non-paid.

## COMMUNITY LEADER

The Community Leader (CL) is an important member of the Campus Living & Learning staff. They are generally an undergraduate peer leader who works with a group of residents on the floor they also reside on. The community leaders are supervised by the Housing Coordinators, and also report to the Assistant Directors, Associate Director, and Director for Campus Living & Learning. For students living in Corps of Cadet housing, Company Commanders (CO) also serve as Community Leaders. Working together, the Community Leaders support students' needs and are available for conflict mediation, helping residents to transition and make connections to campus resources, and enjoy providing engaging programs for their residents to enjoy. Community Leaders also staff the desk in the residence halls.

## DESK WORKERS

CL&L desk workers work the residence hall front desk. Desk workers assist with the functional and operations of Campus Living & Learning. They must also be able to collaborate on projects and tasks that Campus of Living & Learning completes. This person must be an effective communicator as they will be dealing with people on the phone and in the office on a daily basis. This position cannot exceed 29 hours per week.

## RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is a group of students who work to provide fun and engaging activities for their fellow residents on-campus. They work with the company Dormify to provide care packages to students, College Products for refrigerator and microwave rentals, and coordinate Fall Fest with Campus Learning & Living to improve the residence life experience. RHA has two purposes that are divided among general RHA and hall councils. General RHA works towards helping students enjoy fun activities such as Friendsgiving, Hall Olympics, Move In and Groove In and much more. Hall Councils are designed to help the executive board bring problems, suggestions and concerns to CL&L. Each residence hall has a hall Council in which students are interviewed and selected to represent their peers in addressing these concerns. Through their efforts members and leaders of RHA have the opportunity to help contribute to decisions regarding overall experience within the residence halls, facility concerns, and suggest services that improve the overall experience of all residents. If there are any questions or you wish to join please email [rha@tamug.edu](mailto:rha@tamug.edu)

# HOUSING ASSIGNMENTS

Campus Living & Learning has sole right to make resident assignments. Campus Living & Learning personnel must officially check you into your room when you enter housing (or are authorized to change rooms) and officially check you out of your room when you leave housing (or are authorized to change rooms). You will sign a housing contract, fill out an "in case of emergency" form, and receive a virtual "Room Condition Report" or "RCR" to check the inventory and condition of your room and bathroom. Residents will be held accountable for any new damage or missing furniture. Failure to officially check in/out of a room will result in an "Improper Check-In/Out" charge. This is for YOUR protection as it allows you to be present when damages are assessed.

## CHECK-IN

You must come to Campus Living & Learning to check into your assigned room. For Fall, Spring, and Summer terms, specific days are designated as check-in days. Students may not check-in to their room prior to this designated day without written permission from the Housing Coordinator of their residence hall.

1. Room Condition Report - This is due within two days of check-in. Check each item listed and note any damages. Be sure to check your room carefully; you will be charged for any damage found at check-out that has not been noted. Verify the inventory number on each piece of furniture according to the Report. Be sure to note any damage to the furniture. You are responsible for the furniture and the condition of the furniture noted on your inventory sheet. Any missing, broken, damaged, stacked or extra furniture will be charged. You must complete this Report and submit it to Campus Living & Learning within two days of check-in. Please note that damages or missing furniture not also noted in a "work order" may not be addressed immediately.
2. It is important to take your time and do a thorough check-in. A good check-in results in a good check-out and alleviates charges for damages that were not there when you entered the room. Remember that you will be charged for damages not noted at check-in but found at check-out time.

Due to the lack of storage, we are unable to remove any University furniture from the residence hall rooms. Furthermore, students ARE NOT allowed to remove University assigned furniture from their rooms; doing so can result in charges to the resident.

# HOUSING ASSIGNMENTS

## CHECK-OUT (END OF SEMESTER)

1. Be sure to make an appointment time for your check-out with your Community Leader. Failure to make an appointment may result in an improper check-out charge.
2. At the time of check-out, a Campus Living & Learning representative will go with you to your room with the RCR.

Your room should be ready for check-out according to the check-out Instructions:

All items must be removed from walls for wall inspection, including posters, pictures, flags, etc. (including your roommate's). If not done at check-out time, check-out will not be done. You must then return to Campus Living & Learning when items are removed to restart the check-out process, and wait for a Campus Living & Learning representative to become available to conduct your check-out.

Furniture must not be stacked on other furniture pieces or other objects, including furniture used by your roommate. The Campus Living & Learning representative must be able to read inventory numbers of all furniture in the room. A moving charge will be assessed for each piece of stacked furniture.

Beds must be lowered and assembled correctly. Bed frames must be lowered to approximately seventeen (17) inches above the floor.

The entire room and bathroom must be clean. Cleaning charges may be assessed for sweeping, mopping, bathroom cleaning, or other cleaning.

All stickers and signs must be removed from doors, windows, and/or furniture. A removal charge will be assessed for each sticker/sign not removed.

Entrance doors must be free of any drawing/writing.

# HOUSING ASSIGNMENTS

## CHECK-OUT (END OF SEMESTER)

Personal items or furniture left in rooms, hallways, or on patios, balconies, and walkways, will be assumed to be abandoned and disposed of or donated by University personnel. A removal of items charge will be assessed for any items left or abandoned. This includes bicycles, unless it has a registration sticker obtained from Campus Police. A moving charge will be assessed for each piece of non-University furniture, carpeting, or other belongings left in the room. If you want to keep it, please take it with you.

The furniture (by inventory number) that was in your room at check-in must be in your room at check-out, otherwise you (and your roommate, if also responsible) will be charged for the “Replacement Cost” of each missing piece. No consideration is given to age or condition of the missing furniture; you will be billed the cost of a new piece. You may request a copy of the inventory numbers assigned to your room in order to locate furniture and attempt to reconcile any problems.

All of your belongings must be out of the room at the time of your check-out. After check-out is complete, you will not have access to the room. The Campus Living & Learning representative will secure the room and be the last to leave the room.

The Campus Living & Learning representative will verify the inventory numbers on each piece of furniture in your room. Any missing or extra furniture will be charged to you accordingly. The furniture should not be stacked and all inventory numbers must be accessible.

A close review is made of the cleanliness of the room and cleaning charges are assessed if appropriate. Also, any damage to the room is documented and given to the Office of Campus Living & Learning so that charges can be assessed. During a regular check-out period (end of school year, winter break, etc.), damages are assessed at one-half the charge to each room occupant. If you are checking out at any other time, you will be charged the full amount, unless your roommate provides a written statement taking full responsibility for the damage and giving it to Campus Living & Learning. Each student is responsible for cleaning the room and bathroom at the time of check-out. Cleaning charges are not split.

Students must sign the Check-Out sheet.

# HOUSING ASSIGNMENTS

## EXPRESS CHECK-OUT

Students may choose to sign up for an express check out. Although easier for residents as they do not need to be present, the Office of Campus Living & Learning encourages students to do a standard check-out and be present when their room is reviewed. The express check out requires students to have made all the same preparations as a regular check out, but allows students to depart without setting up an appointment with Campus Living & Learning. In effect, they are waiving their right to be present with Campus Living & Learning staff during check out of the room. This means that charges cannot be contested at a later time. Paperwork must still be completed, any hard keys must be returned, and both residents are still responsible for any damages or charges assessed during check out. Residents **MUST** sign up for an express check-out prior to finals week. For more information on express check out, please contact Campus Living & Learning at 409.740.4445.

## ROOMMATE CONFLICTS

One of the exciting parts about living on campus is expanding relationships with other Sea Aggies. While it can be scary not to know your roommate, many great friendships begin with sharing new experiences. Many students experience questions or anxiety about living with someone new. It is our goal to assist students in developing these new relationships. We do not accommodate roommate change requests based on first impressions or assumed differences. When conflicts arise, we encourage roommates to communicate their concerns to each other honestly and constructively. However, we acknowledge there are times when a third-party perspective, such as from a Community Leader or Housing Coordinator, helps in the mediation process.

## HOUSING APPLICATION FEE

As of Fall of 2018, TAMUG Campus Living & Learning has replaced the \$300 deposit with a housing application fee for New/Incoming students. This fee will be a one time, \$75 application fee. Please be advised that this fee is non-refundable.

# HOUSING ASSIGNMENTS

## ROOMMATE COMMUNICATION

One of the first things that you may complete upon move-in, is the Roommate Contract. Residents may ask their Community Leader for a Roommate Contract if one is not provided. The purpose of this contract is to foster relationships between roommates. During this time, you will discuss one another's needs and rights in your shared living arrangement. The Roommate Contract is a way to reduce the potential conflict between roommates. Changing rooms is one of the last options possible.

If you are experiencing conflicts with your roommate/suitemates, we encourage you to first discuss the concerns with your roommate/suitemates. If the issue cannot be resolved, then the next step will be to discuss the concerns with a community leader. Community leaders are trained and prepared to help residents with potential roommate conflicts. Should the issue not be resolved between the two roommates, and the community leader; then the next step will be to discuss the conflict with a Housing Coordinator. Housing Coordinators are professional staff members who oversee conflicts that require a third party and are trained in conflict resolution and low-level mediation. If after a concerted effort from all roommates does not resolve the issue to a habitable level, we're happy to explore other living options, which may include a move. Typically, students cannot ask that a roommate be relocated. Only in rare cases that involve a documented breach of university policy will a student be reassigned or removed from their assignment.

## ROOM CHANGES

Room change requests may be honored under certain circumstances. We acknowledge that at times assigned roommates will not be able to live together any longer. If you have made every honest attempt (as outlined above) to resolve roommate conflicts, we may approve a room change request. We also recognize that a group of students may determine that switching rooms amongst themselves may be desirable. In this circumstance, all involved individuals must speak with the Housing Coordinators of the residence halls and complete the room change request form.

Additionally, residents may take advantage of the form available in Campus Living & Learning to request a room change between Fall and Spring semesters.



# HOUSING CONTRACT

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## TEXAS A&M UNIVERSITY AT GALVESTON

### Campus Living & Learning

#### Housing Contract/Academic Year Fall 2023 – Spring 2024

This University Housing Contract ("Contract") is an agreement between Texas A&M University at Galveston (the "University"), a member of The Texas A&M University System, and an agency of the State of Texas, and the individual student named below ("Student"). This Contract also applies to members of the Corps of Cadets for Corps housing. It does not constitute a commitment of admission to the University. This Contract may be terminated only under the conditions specified herein. **Students and their parents and/or guardians are urged to carefully read this Contract. This document becomes a binding contract between the Student (or their parent or guardian if the student is under 18 years of age) and the University when either (a) the Space Acceptance Form for newly assigned students is completed and returned to the Texas A&M University at Galveston, Housing Assignments Office, 200 Seawolf Parkway, Galveston, Texas, 77554, or is completed electronically and transmitted to the Housing Office via electronic means, or (b) when a space offer is made to a student who has requested a space on-campus and is on the wait list, or (c) when a space offer is made to a returning student who has requested a space on-campus during the Housing Decision or Contract Renewal process. Completion of this Contract is for a space in University housing only and does not guarantee assignment to a particular room, roommate, residence hall, or style of residence hall or apartment. This Contract is binding regardless of the particular residence hall, apartment, roommate or room assignment. By my signature below, I acknowledge that I have read and agree to the terms of this Contract.**

Print Student Name: Last First MI

Student University Identification Number (UIN)

Date

Student Signature (parent or guardian if student is under 18 years of age)

#### DEFINITION OF TERMS:

(A) The term "Academic Year" shall mean the Fall 2023 and Spring 2024 semesters at the University.

(B) The term "Residence Halls" shall mean any type of dormitory-style living accommodations except any residence halls used exclusively for housing members of the Corps of Cadets.

(C) The term "Corps Halls" shall mean all dormitory-style living accommodations used exclusively for housing members of the Corps of Cadets.

#### 1. PERIOD OF CONTRACT:

(A) The default term of this Contract is for the Academic Year, or if entered into after the start of the Fall semester, for the remainder of the Academic Year. The University reserves the right to utilize rooms as necessary between semesters. Students will be given prior notice to turn in their keys and vacate their room during these periods. Students wanting to live in Residence Halls and Corps Halls during the summer will need to sign a separate summer housing contract. Students living in Residence Halls and Corps Halls have a 9 month contract. Housing charges do not cover periods when the university is closed between the fall and spring semesters (winter break).

(B) The student may occupy an assigned room beginning on the day the halls officially open until the halls officially close. Failure to properly check into the residence hall by 5:00 p.m. on the day before class begins each semester could result in the assignment of the room to another student. Proper check-in consists of contacting a hall staff member in the student's assigned hall during the check-in period (between the hall opening date and 5:00 p.m. of the day before classes begin) and receiving a room key and all check-in materials and publications. Additionally, students may be required to complete an on-line orientation prior to move in. Every effort will be made to hold the original assignment if the Office of Student Life is notified of an anticipated delayed arrival; however, it may be necessary to assign the late student to other accommodations. All students must check out of the hall and remove their belongings within 24 hours after graduation or the last University final examination, whichever is later. Proper check out consists of contacting a hall staff member in the student's assigned hall, returning the room to its original, clean condition, having the room inventoried, returning the keys, and completing the necessary paperwork. Housing during periods when classes are not in session may be available if there is sufficient demand. Additional housing charges will be required of each student desiring such accommodations. The University reserves the right to consolidate interim students during break periods into one residence hall. Students must sign an Interim Housing Agreement prior to moving in during the interim period.

(C) In the event of a hurricane, natural disaster or event causing a closure of campus for an extended period of time, or in the event that the assigned accommodations are destroyed, made tenantable as determined by the University, or otherwise made unavailable for any reason, including but not limited to causes beyond the University's control such as fires, smoke, hurricane, natural disasters, floods, hail, tornadoes, or similar events, the University reserves the right, but not the obligation, to continue this contract by

furnishing other accommodations including but not limited to providing accommodations on a different campus and/or in a different city should the University decide to resume classes elsewhere. The University shall give the student notice of its determination as to whether it shall provide other accommodations as soon as practical after the applicable event. If the University does not furnish other accommodations, then this contract will terminate, all rights and liabilities of the parties will cease, and housing charges previously paid by the student will be refunded on a prorated basis to the student upon request.

(D) Any student moving into any type of University Housing before Move-In Date or leaving after Move-Out Date must have approval from the Director of the Department of Student Life or designee and will be charged a daily room rate in addition to the normal housing charges. Students who withdraw from the University at the winter break, but do not checkout or remove their belongings before the halls/apartments open for the spring semester, will be charged a daily late-checkout fee until their belongings are completely removed. Additional late penalties may apply as well.

#### 2. CONSIDERATION OF THE CONTRACT:

(A) This Contract is personal and non-transferable. **It guarantees the student a license to occupy and use a space in University Housing (not a particular room, residence hall, style of hall or apartment, or roommate choice).** The Housing Assignments Office reserves the right to make room assignments and to make any subsequent changes considered advisable or necessary. Students are not permitted to assign or sublease their room/apartment to another student. Every effort will be made to assign a student based on the semester rate of halls/apartments requested by the student, but the University reserves the right to assign students to any University Housing based on availability and occupancy rates.

(B) Students may use rooms for residential purposes only. Other uses are in violation of University policy and may result in the termination of the Contract and/or disciplinary action.

(C) This Contract is issued only after the University has officially accepted a student for admission. If a student fails to enroll, advance notice of residence hall termination must be provided as outlined in Section 5(A) of this Contract. Continuance of this Contract and/or transfer of the Housing Application charge are dependent upon the student's continued enrollment in the University as a full-time student (at least nine hours/semester). The student must properly check out and vacate the hall within forty-eight (48) hours after withdrawal from the University or termination of this Contract. Failure to do so may result in additional billing and/or charges.

(D) To be eligible to live in any on-campus property, residents must be full-time students enrolled in a degree-producing program at the University.

#### 3. HOUSING CHARGE PAYMENTS:

(A) **HOUSING CHARGES: Housing charges are billed by semester and are subject to change without notice.** Each semester's housing charges will be due according to established University fee deadlines. Failure to pay the required housing charges could result in immediate removal from University



# HOUSING CONTRACT

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Housing, loss of future housing priority, and/or registration and transcript blocks.

**(B) Housing Application Charge:** This charge must be paid at the time of the application. This payment serves as a space reservation. The Housing Application Charge is not applied to housing rent charges. The housing application charge is a one-time charge for as long as the student remains on campus and is non-refundable after it has been paid. If a student cancels their housing and later returns to on-campus housing, the student would repay the housing application charge.

**4. HOUSING CHARGE/REFUND SCHEDULE:** This Contract is binding for the entire Academic Year (Fall and Spring Semesters) or any remaining portion thereof if the Contract is signed after the start of classes of the Fall semester. If a student terminates this Contract for the Fall or Spring semester (Summer if a 12 month contract), the student will be responsible for the following housing charges:

**(A) CHARGES FOR THE FALL SEMESTER (All New to Housing Student):**

- Prior to May 1st – no penalty
- May 2nd to May 30th – \$500
- June 1st to Aug 14th – \$1000
- August 15th (or after move) – 100% of Fall semester rent

**(B) CHARGES FOR THE FALL SEMESTER (Fall Returning Student):**

- Prior to April 1st – no penalty
- April 1st to May 30th – \$500
- June 1st to Aug 14th – \$1000
- August 15th (or after move) – 100% of Fall semester rent
- Corps of Cadet students only: Prior to July 14th – no penalty. After July 15th, student follows the above schedule based on the date of cancellation.

**(C) CHARGES FOR THE SPRING SEMESTER (Fall Assigned Students Only):**

- Students who cancel their housing assignment after the student has moved in for the Fall is subject to 100% of the Spring semester rent.

**(D) CHARGES FOR THE SPRING SEMESTER (New Spring Assigned Students Only):**

- Prior to December 1st – no penalty
- December 1st to Jan 14th – \$500
- January 15th (or after student has moved in) – 100% of Spring semester rent

## 5. TERMINATION OF THIS CONTRACT BY THE STUDENT:

This Contract is binding for the entire Academic Year (Fall and Spring Semesters) or any remaining portion thereof if the Contract is signed after the start of classes in the Fall semester. UNLESS ONE OF THE EXCEPTIONS OUTLINED IN SECTION 5B APPLIES, ANY TERMINATION OF THIS CONTRACT BY THE STUDENT AFTER SIGNING THE CONTRACT WILL RESULT IN LATE TERMINATIONS CHARGE AS OUTLINED BELOW, AND THE STUDENT WILL BE FINANCIALLY RESPONSIBLE FOR HOUSING CHARGES ACCORDING TO THE HOUSING CHARGE/REFUND SCHEDULE OUTLINED IN SECTION 4.

### (A) TERMINATION PROCEDURES:

After this Contract is signed, notification of termination of this Contract must be made on-line or in writing/e-mail/fax to the Housing Assignments Office. Notifications of termination submitted to offices other than the Housing Assignments Office **DO NOT** comply with this requirement and the requested action cannot be assured. **The date upon which the termination is received in the Housing Assignments Office will constitute the basis for determining compliance with any and all deadlines in this Contract.**

**(B) EXCEPTIONS.** Exceptions to the housing charge/refund schedule may be granted for students who graduate at the end of the Fall semester, enlist in the Armed Forces of the United States, are accepted into one of the Service Academies, or participate in a cooperative education/internship, student teaching (not in the local area), or a study abroad program for the Spring semester if written notification and verification of the aforementioned condition is received in the Housing Assignments Office by **November 15th**. Exceptions may also be made for students who are academically restricted from re-enrollment or who become medically unable to return for the Spring (or summer if a 12 month contract) semester if written notification is received prior to the beginning of classes for the Spring (or Summer if a 12 month contract) semester. Whether an exception applies will be determined by the Department of Student Life in its sole discretion.

**6. TERMINATION OF THIS CONTRACT BY THE UNIVERSITY:** If a student is suspended, expelled, or otherwise removed from the University or

University Housing for disciplinary reasons, the University will terminate the Contract. In such cases, the student will be required to vacate the room/apartment within 48 hours after notification of such action by the University, or sooner if, in the opinion of the Department of Student Life, there is a threat to the welfare of persons or property. When the Department of Student Life believes that the continued presence of a student living in University Housing poses a continuing danger to persons or property, is a direct threat to persons or property, or is significantly disruptive to the normal operations of the residence halls, the student may be removed from University Housing pending the outcome of a student conduct process and/or administrative contract review. Students who are removed from University Housing for reasons stated in this paragraph are subject to the charges outlined in Sections 4 and 5 of this Contract, and may not be eligible to apply for future on-campus housing. In addition, by signing this Contract, the Student grants the University the right to conduct a criminal background check, criminal history screening or sex offender registry check on the Student at any time, either prior to room assignment or during the term of this Contract. The University reserves the right to deny a student a room or immediately remove a student from University Housing based on information obtained in a criminal background check, including, without limitation, when the student is a registered sex offender (whether public or nonpublic). This provision should not be interpreted to impose a duty on the University to run a criminal background check on any student.

**7. RENEWAL OPTION:** All eligible students may renew their contract each academic year during the contract renewal period in the Spring. If approved to remain on campus, then room booking charge will be transferred each semester as long as the student remains enrolled and living in University Housing. Residents choosing to renew their contract for an additional academic year agree to be bound by all policies, terms and conditions of this Contract and the next academic year housing contract upon electronically signing the housing contract renewal.

**8. REJECTION OF HALL ASSIGNMENT:** If the student rejects an assignment offer, the student terminates this Contract effective on the date the written rejection is submitted to the Housing Assignments Office and the provisions in Sections 4 and 5 shall apply.

**9. RESIGNATION FROM THE CORPS:** Resignation or academic suspension from the Corps of Cadets does not release the Student from this Contract. If the Student resigns his/her membership in, or is suspended by or removed from the Corps of Cadets, but continues enrollment at the University, the Student is required to fulfill the terms of this Contract by moving into other University Housing if space is available. If space is not available, the Department of Student Life may terminate this Contract. A student leaving the Corps of Cadets, for whatever reason, will not be permitted to live in Corps Halls due to the absence of space availability in the Residence Halls. A student leaving the Corps of Cadets is required to complete all necessary resignation/transfer paperwork, properly check-out and vacate the Corps Halls within forty-eight (48) hours. Failure to do so may result in additional billing and/or charges.

### 10. RESPONSIBILITIES FOR THE ROOM:

**(A)** The University agrees to provide a room in a habitable condition and will make an effort in conjunction with the student to create a worthwhile, educationally relevant living experience in an environment suitable for studying and sleeping. Except in cases of student negligence, the University agrees to make necessary room repairs in a reasonable time. Advance approval must be obtained from the Department of Student Life before any substantial changes are made to residence hall room. This includes, but is not limited to painting, construction of lofts, and structural renovations to the room and its contents, etc. The University agrees to provide garbage collection, basic television service, internet connection, hot and cold water in reasonable quantity, and electricity in sufficient quantity to heat/cool the facility according to the heating/cooling system of the residence hall building. Mail boxes are available for rent at an additional charge for Residence Halls and Corps Halls. The University will not be responsible for disruptions in service that are beyond University control. In the event of utility or facility disruptions, housing charges will not be reimbursed. All students are expected to have either renter's insurance or personal property insurance for their belongings while living in University Housing.

**(B)** The student will be held accountable for the condition of the room/apartment (other than normal wear and tear) and all furnishings assigned to that room/apartment, and will reimburse the University for all damage to or loss of these furnishings and accommodations. Students are responsible for maintaining the cleanliness of their room/apartment. Additionally, students may be held accountable for any abnormal wear, damages, or cleaning in public



# HOUSING CONTRACT

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areas of their hall to include billing of damages to individual students when confirmed, as well as billing of damages or abnormal cleaning to living unit groups if damages and/or vandalism can be attributed to a specific floor, ramp, wing, or a section therein. Determination of the amount of such loss or damage will be made by the University. Students may be referred to the Student Conduct Office. Failure to pay the assessment may result in a registration, graduation, and transcript block, and/or loss of future housing privileges. Students have 90 calendar days from the date of any damage billing to appeal those charges. All damage billing appeals must be made in writing. Exceptions can be made by the Director of Residence Life, or designee.

**11. TEMPORARY ASSIGNMENT ACCOMMODATIONS:** At the beginning of each semester, occupancy may be expanded through the assignment of students to study rooms, recreational rooms, and "tripling" of what are normally double-occupancy residence hall rooms. New students assigned to permanent spaces as well as returning residence hall students should be prepared to be assigned a third roommate and may not know until their arrival that a temporary assignment has been placed in their room. Temporary assignment spaces are used until regular double occupancy room accommodations become available, which may be the entire semester. Students who accept over assignment accommodations are bound by all the provisions of this Contract. Students remaining in temporary assignment conditions after the third week of classes will receive a prorated reduction in their housing charges. Students who are offered a permanent space, but decline that offer to stay in their temporary space may be approved on a case-by-cases basis. Students who are approved to stay in this temporary space on a semester basis only will be charged the regular room rent for that assigned space (prorated to the date of approval).

**12. PRIVATE ROOMS:** A private room is not guaranteed to any resident during the Academic Year. However, if space permits, private rooms may be available for an additional charge on a semester basis only. During all semesters, the Department of Residence Life reserves the right to require single occupants of rooms, except those who have paid for a private room, to move together when to doing so will: (1) reduce the cost of utilities, (2) facilitate cleaning, (3) make space available for the housing of special groups, or (4) support the private room policy.

**13. HALL CHANGES:** Hall changes are made based on availability. Residents changing halls or apartments during the contract period, from a less expensive to a more expensive hall or apartment, will be required to pay the difference in housing charges. If the move is to a less expensive hall or apartment, the housing fee difference will be refunded, normally after the 12<sup>th</sup> class day. Housing fee differentials will be computed on a prorated basis unless the move is completed prior to the first day of classes.

**14. ROOM CHANGES:** Students may request relocation to another room within the same residence hall or same apartment style in another building, at times specified by the Housing Assignments Office, throughout the year. Residents must submit Room Change Requests forms to their hall staff. The hall staff must first approve the request, before the move(s) can take place. Residents who move prior to receiving written approval may be subject to a \$100.00 charge and disciplinary procedures.

**15. WAIVER AND INDEMNITY: WITH THE EXCEPTION OF THOSE CLAIMS ARISING OUT OF THE UNIVERSITY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE UNIVERSITY SHALL NOT BE LIABLE TO THE STUDENT, OR THOSE CLAIMING THROUGH OR UNDER THE STUDENT, FOR INJURY, DEATH OR PROPERTY DAMAGE CAUSED BY ACTS OF NATURE, FIRE, WATER, SMOKE, UTILITY OR EQUIPMENT MALFUNCTIONS, OR CAUSED BY THE NEGLIGENT CONDUCT OR ACTS OF ANY OTHER PERSON OCCURRING IN, ON OR ABOUT THE RESIDENCE HALLS OR APARTMENTS, AND THE STUDENT SHALL INDEMNIFY THE UNIVERSITY AND HOLD IT HARMLESS FROM ANY SUCH CLAIM OR DAMAGE.**

**16. SECURITY and PERSONAL PROPERTY INSURANCE:** Although reasonable steps are taken to maintain all University Housing and grounds and to provide adequate security, the University is not liable for the loss of or damage to personal property, or for any personal injury (including death, rape or assault), caused by acts of nature, fire, water, smoke, utility or equipment malfunctions, or caused by the negligent or criminal conduct or acts of any student resident, guest or invitee of any student resident, which occurs in its buildings or on its grounds, prior to, during or subsequent to the period of this Contract. Student residents are expected to carry a personal property (i.e. renter's) insurance policy for their belongings while living in University Housing. The University only carries insurance on University-owned buildings

and property, and such insurance will not cover the cost of replacing residents' property and personal items.

**17. ROOM/APARTMENT ENTRY:** The University reserves the right to enter a student's room or apartment for the purposes of inspection of University property, pest control measures, to seek missing University-owned furnishings, to initiate improvements or repairs, to control the rooms in the event of an epidemic or an emergency, to insure evacuation during fire drills, or for any other purposes as stated in the University Regulations, Residence Hall Handbook, University Apartments Resident Handbook or Cadet Resident Handbook, to include suspected violations of University Rules, Student Rules, or Housing policies.

**18. RULES AND REGULATIONS:** Rules and regulations appearing in the most recent Residence Hall Handbook, University Apartments Resident Handbook, University Regulations, and all published policies of individual Housing Areas, are made a part of this Contract. For Corps of Cadets, rules and regulations appearing in The Standard, Cadet Resident Handbook, and all published policies of the Office of the Commandant are also part of this Contract. In the event of a conflict in published policies, the provisions of this Contract will govern. Copies of these publications are distributed at check-in during the Fall, Spring, and Summer semesters and posted on the Department's website.

**19. CORRESPONDENCE AND REFUNDS:**

(A) Housing Assignments Office, University Apartments Office, Corps Housing Office correspondence and University billing refunds will be refunded to the student's account.

(B) All refunds referred to in this Contract will normally be submitted to the Student Business Services office for payment within 30 days after termination of the Contract. Housing application charge, once paid, will not be refunded.

**20. SPACE ASSIGNMENTS:** The University draws students from many states, nations, races and religions. It will be the responsibility of each student to respect the rights of all residents living in University Housing. Admission to the University and any of its sponsored programs is open to qualified individuals regardless of race, color, religion, sex, national origin, or disability. Space and roommate assignments are made without regard to race, color, religion, disability, or national origin.

**21. RELATIONSHIP OF PARTIES:** This Contract creates a license to occupy and use the room or apartment assigned to the student as the student's temporary residence during the term of this Contract and is not a lease of University property. No landlord/tenant relationship shall be construed between the University and the student.

**22. VEHICLE PARKING:** Parking permits are not included in the housing charges. Students will need to purchase a separate parking permit from Transportation Services.

**23. DINING PLAN REQUIREMENT:**

(A) Students living in a Residence Hall: All students living in campus housing with the exception of upper-classmen (non U1's with more than 30 hours of college credit) living in Albatross and Polaris Halls must have a minimum dining plan for the full Academic Year (or remainder of the Academic Year for those that apply for housing after the beginning of the fall semester). Any exceptions to the dining plan requirement will be determined by the Executive Director of University Dining or designee.

(B) **IN THE EVENT THIS CONTRACT IS TERMINATED FOR ANY REASON PRIOR TO THE END OF THE ACADEMIC YEAR, THE STUDENT MUST CONTACT UNIVERSITY DINING TO CANCEL/MODIFY THEIR DINING PLAN. It is the Student's responsibility to cancel or modify their dining plan through University Dining upon early termination of this Contract.**

**24. MISCELLANEOUS PROVISIONS:** The University has the right to determine when provisions of this Contract are violated and to determine the appropriate course of action. If any section or subsection of this Contract is ruled to be illegal or invalid, it will not affect the validity or enforceability of the remaining provisions of the contract.

**25. GOVERNING LAW:** The validity of this Contract and all matters pertaining thereto, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction shall be governed and determined by the Constitution and the laws of the State of Texas. Any lawsuit to enforce this Contract must be brought in Brazos County, Texas.

Draft 11/29/17

# POLICIES

## SMOKE FREE CAMPUS

### System Policy 34.05

Texas A&M University has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors. This rule identifies university property where smoking and tobacco use is restricted.

- **Definitions**
  - Smoking shall have the meaning specified in System Policy 34.05 Smoking.
  - Tobacco means all forms of tobacco products including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco.
  - University Property means property located in the State of Texas that is owned, operated, leased, occupied or under the administrative control of the President of Texas A&M University. For purposes of this rule, this includes but is not limited to all grounds, buildings and structures, sidewalks, parking lots, walkways, and all vehicles owned, leased or rented by Texas A&M University.
- **Guidelines**
  - Housing and athletic facilities. Texas A&M University owned and leased housing (apartments, residence halls), and all indoor air space of University owned athletic facilities and outdoor public seating areas in athletic arenas will be smoke-free.
  - Eating areas. Eating areas (dining halls, cafeterias, food courts, snack bars, University Club) will be smoke-free and tobacco-free.
  - Buildings and Vehicles. All other buildings, entrances to buildings, and vehicles, owned or leased under the administrative purview of the President of Texas A&M University will be entirely smoke-free and tobacco-free. This rule will apply to all indoor air space including foyers, entryways and classrooms, individual faculty and administrative offices, and sidewalks, parking lots, walkways, and attached parking structures immediately adjacent to all such buildings and structures.
  - On approval of the President, the smoking and tobacco restrictions described in this rule may be expanded to include all University Property in order to establish a tobacco-free campus.
- **Responsibilities**
  - It is the responsibility of all members of the campus community, including visitors, to observe these requirements. This rule relies on the thoughtfulness, consideration and cooperation of smokers and tobacco-users for its success. Those violating this rule should be reminded of this rule and asked to comply.
  - Department heads or others with purview over facilities shall ensure that the rule is communicated to everyone who occupies space in the facility.
  - The Vice President for Administration will provide signage upon request and Transportation Services will provide notice for University vehicles.
  - Violations of this rule may result in corrective action as prescribed by system policies and regulations, and university rules and procedures. Visitors refusing to comply may be asked to leave campus.
- **Miscellaneous**
  - Texas A&M University is committed to supporting all students and employees who wish to stop using tobacco products. Information on tobacco and smoking are provided through links at <https://livingwell.tamu.edu/tobacco-cessation/> and through the Counseling Service at <https://www.tamug.edu/counsel/>.

# UNIVERSITY STUDENT RULES

The most current, complete, and official University Student Rules can be found online at <https://www.tamug.edu/studentrules/index.html>. The following is an excerpt that is provided for your ease of use and was current at the time of printing. Please refer to the actual website for the most current and up to date rules.

## FOREWORD

Texas A&M University Galveston Campus is a community that is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior. The purpose of this website is to present the rules that govern student conduct and student activities at Texas A&M University and that describe faculty and staff obligations in their work with students. These rules result from years of experience and are the products of student, staff and faculty thought.

Each individual student, faculty member and staff employee is expected to read this handbook carefully and observe its requirements. Particular attention should be given to the Aggie Code of Honor, the University Statement on Harassment and Discrimination and the Students' Rights and Responsibilities.

No rule, no matter how carefully worded, can cover all eventualities completely. Beyond specific rules, we should all aspire to conduct ourselves with respect for others, the highest ethical standards and personal integrity. That is what the Aggie Spirit is all about.

# UNIVERSITY STUDENT RULES

## GENERAL INFORMATION

Each student has the responsibility to be fully acquainted with and to comply with the Texas A&M University at Galveston Student Rules. More specific rules, information and procedures may be found in various publications pertaining to each particular service or department. When available, links have been provided to the appropriate websites.

The Texas A&M University Galveston Campus Student Rules are broken down into four (4) sections, with additional information provided in the appendixes:

- [Part I: Academic Rules \(Rules 1 - 22 & 61\)](#)
- [Part II: Student Life Rules \(Rules 23 - 44\)](#)
- [Part III: Student Grievance Procedures \(Rules 45 - 60\)](#)
- [Part IV: Emergency Procedures \(Rules 62-63\)](#)
- [Appendices](#)

Other TAMU Rule & Policy Resources:

- [Campus Carry](#)
- [Campus Police](#)
- [Corps Operations Manual](#)
- [Counseling Services](#)
- [Emergency Preparedness](#)
- [Galveston Aggie Honor System Office](#)
- [Residence Hall Manual](#)
- [Tell Somebody](#)
- [Texas A&M University System Policy & Regulation Library](#)
- [Title IX Information](#)
- [University Rules & System Administrative Procedures](#)



# UNIVERSITY STUDENT RULES

## RULE ADDITIONS, CHANGES & DELETIONS

Additions, deletions, and changes may occur over the course of the academic year. Significant revisions will be communicated through campus email, appropriate university offices, and this website.

Texas A&M University has a strong institutional commitment to the principle of diversity in all areas. In that spirit, admission to Texas A&M University and any of its sponsored programs is open to all qualified individuals without regard to any subgroup classification or stereotype.

If you need the rules information in an alternate format, please send an email to [ocs@tamug.edu](mailto:ocs@tamug.edu).

## AGGIE CODE OF HONOR

(Revised 2003)

### **Aggie Code of Honor**

For many years Aggies have followed a Code of Honor, which is stated in this very simple verse:

**An Aggie does not lie, cheat or steal or tolerate those who do.**

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M men and women toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified.

The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other.

# STUDENTS' RIGHTS AND RESPONSIBILITIES

## PREFACE

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University but also as a citizen of this country.

## STUDENTS RIGHTS

- A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
- Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
- Each student subject to disciplinary action arising from violations of University Student Rules shall be assured a fundamentally fair process.

## STUDENTS' RESPONSIBILITIES

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and University officials.
- A student has the responsibility to be fully acquainted with the published University Student Rules and to comply with them, as well as federal, state, and local laws.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the University's obligation to provide an environment for learning.

# UNIVERSITY STATEMENT ON HARASSMENT AND DISCRIMINATION

Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decision and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in employment, educational programs, and admissions.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

- Students should contact the Office of the Associate Vice President for Student Affairs at (409) 740-4598.
- Faculty should contact the Office of the Vice President for Academic Affairs and Chief Academic Officer at (409) 740-4409.
- Staff should contact the Human Resources Department at (409) 740-4503.

Additionally, all individuals may contact the Department of Civil Rights & Equity Investigations:

- Jennifer Smith, Assistant Vice President and Title IX Officer
- (979) 458-8407
- [civilrights@tamu.edu](mailto:civilrights@tamu.edu)

# UNIVERSITY NOTICE OF NONDISCRIMINATION AND ABUSE

To access the full notice of Nondiscrimination and Abuse, please go to: <https://titleix.tamu.edu/wp-content/uploads/2023/04/Notice-of-Nondiscrimination-April-2023.pdf>

Texas A&M University at Galveston is committed to providing equal opportunity to all employees, students, applicants for employment or admission, and the public, regardless of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. The University will promptly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Additionally, Texas A&M University at Galveston strives to maintain a work and educational environment free from discrimination based on sexual orientation, gender identity, and gender expression.

Sexual harassment, a form of sex-based discrimination, includes unwelcome conduct of a sexual nature such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence, including rape, sexual assault, sexual battery, sexual coercion, and sexual exploitation, is also considered sexual harassment.

All Texas A&M University at Galveston employees who witness, are subjected to, or are informed about incidents of discrimination, sexual harassment, and/or related retaliation are required to report the incident to one of the Designated Officials listed below. These officials investigate alleged violations perpetrated by students, faculty, staff, and visitors. All other members of the campus community or public are strongly encouraged to report any such incidents.

For questions or support, please contact:

- Students: Contact Dr. Todd Sutherland, Associate VP of Student Affairs at (409) 740-4598 or [sutherlt@tamu.edu](mailto:sutherlt@tamu.edu)
- Employees and Third Parties: Contact Ron Sorensen, Director of Human Resources Services at (409) 740-4532 or [r\\_sorensen@tamu.edu](mailto:r_sorensen@tamu.edu)
- All Individuals: Contact Jennifer Smith, Assistant VP and Title IX Coordinator at [civilrights@tamu.edu](mailto:civilrights@tamu.edu) or (979) 458-8407.

## Reporting Abuse or Neglect

The safety of our students, faculty, staff, and visitors is a top priority at Texas A&M University at Galveston. State law requires all persons who have cause to believe that an elderly or disabled person is being abused, neglected, or exploited to report this information immediately.

Professionals, defined as individuals licensed or certified by the state or employees of state-operated facilities who have direct contact with children, must report any suspected child abuse or neglect within 48 hours of learning of the incident. This responsibility cannot be delegated to another person.

State law also requires all persons who have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect to immediately report this to law enforcement, even if the belief is based on incomplete or dated information.

For emergencies, call 9-1-1, the University Police Department (409-740-4545), or any local law enforcement agency, including the Galveston Police Department (409-765-3702) or Galveston County Sheriff's Office (409-766-2300). For non-emergency cases of suspected or ongoing abuse or neglect, call the Texas Abuse Hotline at 1-800-252-5400.

# System Policies Addressing Civil Rights

## 08.01 Civil Rights Protections and Compliance

Texas A&M University prohibits students, employees, and third parties from engaging in discrimination and/or harassment on the basis of race, color, sex, gender identity, age, religion, disability, national origin, sexual orientation, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. In addition, acting in complicity with another who engages in any of these forms of prohibited conduct, or retaliating against a person who participates in protected activity, is also prohibited.

08.01 Civil Rights Protections and Compliance

08.01.01 System Regulation Civil Rights Compliance

08.01.01.M1 University Rule Civil Rights Compliance

08.01.01.M1.01 Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and/or Complicity Against Students, Employees, and Third Parties

## CONFIDENTIALITY AND PRIVACY

Reports of discrimination, sexual harassment, and/or related retaliation will be kept private to the extent possible; however, identification of parties on a need-to-know basis may be required in order to conduct a thorough investigation.

For confidential assistance and support, students and employees may contact one of the counselors in the Student Counseling Center, Texas A&M University at Galveston, Seibel Student Services Center, Suite #104, Galveston, TX 77553.

Counseling Center Website: <https://www.tamug.edu/Counsel/>

Contact Information / Request an appointment: <https://www.tamug.edu/Counsel/Resources/ContactInfo.html>

Employees may also contact the Employee Assistance Program at UTMB by calling 409-772- 2485.

If a complainant requests that the university not take action against an accused person, the university may be limited in its ability to fully respond to the incident. In order to provide a safe environment for all employees and students, the university may need to take action in any case when violence, threat, predation, pattern, or weapons are involved.

# 24. STUDENT CONDUCT CODE

## 24.4.12 DRUGS

The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited. Abusing legally obtained drugs by failing to take the drug as directed. Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled and/or prescribed substances and/or drug paraphernalia and/or dangerous drug is also prohibited. Individuals may not operate a motor vehicle or another form of transportation while under the influence of drugs or while intoxicated. (See Appendix VII, Texas A&M University Drug Rules).

## 24.4.13 ALCOHOL

Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on Texas A&M University premises and University sponsored events. In addition, use, possession, or distribution of alcohol beverages while driving or riding in or on a vehicle on University premises is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol (See Appendix VIII, Texas A&M University Alcohol Rules).

## 24.4.24 COMPLICITY

Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.

# 24. STUDENT CONDUCT CODE

## 24.7 AMNESTY

**24.7.1 Amnesty relating to sexual harassment, sexual assault, dating violence, and stalking.** Texas A&M University will “not take any disciplinary action against a student enrolled at the institution who in good faith reports to the institution being the victim of, or a witness to, an incident of sexual harassment, sexual assault, dating violence, or stalking [as defined in System Regulation 08.01.01, Civil Rights Compliance], for a violation by the student of the institution’s code of conduct occurring at or near the time of the incident, regardless of the location at which the incident occurred or the outcome of the institution’s disciplinary process regarding the incident, if any.” (Texas Education Code Sec. 51.284).

- This amnesty does not apply in situations where:
  - A student “reports the student’s own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking” [as defined in System Regulation 08.01.01]; or
  - A student’s behavior occurring near or at the time of the incident could result in a suspension or expulsion from the university. For the purposes of this rule, suspension or expulsion may be possible outcomes when the student’s behavior:
    - Threatens or endangers the physical or mental health and/or safety of other individuals;
    - Causes significant property damage or loss;
    - Causes significant burden on the university and/or community members to repair the harm caused by the behavior;
    - Would cause a reasonable person similarly situated to fear for their safety or suffer substantial emotional distress;
    - Causes significant disruption that limits others’ ability to access the academic, co-curricular, or work environment; or
    - Has demonstrated a pattern of failure to comply with university behavioral expectations;

Staff in the Office of the Dean of Student Life “may investigate to determine whether a report of an incident of sexual harassment, sexual assault, dating violence, or stalking was made in good faith” (Texas Education Code Sec. 51.284(b)). A determination by the Dean of Student Life or designee that a student is entitled to amnesty is final and may not be revoked. All questions of implementation of this amnesty rule are subject to the decision of the Dean of Student Life or designee.

**24.7.2 Amnesty pertaining to alcohol and other drugs.** A student who calls 9-1-1 or takes an individual to receive emergency treatment for possible alcohol and/or drug overdose will not be charged under this code for possession or use of alcohol or other drugs. This amnesty only applies if:

- The student stays with the individual needing treatment until emergency services arrive;
- The student takes reasonable measures to assist the individual needing treatment; and
- The student is cooperative with emergency services and university processes.



# 32. UNIVERSITY HOUSING RULES

## 32.1 LIVE ON REQUIREMENT

With limited exceptions, all single undergraduate students enrolled in more than nine credit hours are required to live in campus housing and participate in the board plan provided that space in campus housing is available. Exemptions to the housing requirement based on special circumstances will be considered upon written request to the Associate Vice President for Student Affairs or designee. Exemptions cannot be granted based upon economic consideration and will generally only be granted when a student qualifies as married, single parent and guardian, veteran, twenty one or older, or living with parent or guardian (not generally available to License Option/NROTC students).

## 32.2 CORPS OF CADET HOUSING

32.2.1 All new U.S. Maritime License Option and NROTC Cadets are required to live in campus housing. Applicants will be able to participate in the Corps of Cadets only if campus housing is available for them. To be considered for a housing assignment, students who elect a license-option or NROTC program of study must apply for housing and notify TAMUG of their intent to enroll in a Cadet program before July 15.

32.2.2 Cadets requesting to move off campus based upon a qualifying exemption must submit a request in writing with requested documentation to Campus Living & Learning. All Cadet applications qualifying for an exemption will be forwarded to the Commandant of the Corps of Cadets for review and recommendation for approval.

32.2.3 Off campus residency is a privilege that can be revoked at any time a Cadet's academic, training, or discipline record reflects inadequate developmental progress. Additionally, Cadets who are granted off campus housing privileges may be required to reside or remain on campus during pre- and post-cruise periods, for overnight watch or duty assignments, or when tasked with certain Corps leadership responsibilities. Off campus residency may preclude a cadet from specific leadership assignments when those assignments require residency responsibilities such as community leader duties. Cadets who resign from the Corps of Cadets may be moved out of Corps of Cadets housing if space is available. They are not guaranteed on-campus housing in the non-cadet residence halls unless space is available.

# 32. UNIVERSITY HOUSING RULES

## 32.3 CONTRACTS

Any student who enters campus housing for the Fall will be required to sign a two semester contract and remain in campus housing for both Fall and Spring semesters. Students will only be permitted to break their contract by withdrawing from school, enrolling in nine hours or less, moving to off campus quarters with their martial spouse, or for a medical exemption.

## 32.4 ASSIGNMENT PROCEDURES

All returning students are required to complete a housing preference sheet or an off campus application by specified deadlines each semester. All new students must submit a housing application and required housing application fee. Tentative housing assignments for the fall semester will be made on July 15 or an earlier date designated by Campus Living & Learning. At that time, assignments will be made in accordance with the following priority:

**32.4.1 First priority:** Returning students participating in a license-option program and other students approved for participation in the maritime cadet program.

**32.4.2 Second priority:** Other returning students with active applications submitted properly within posted deadlines. Returning students who do not apply properly, or by posted deadlines, may have their application dates reset.

**32.4.3 Third priority:** Other new students in order of the date on which their housing application fee was received.

**32.4.4** When a student applies for housing and submits the housing application fee for the first time, the date the fee is received determines their rank within the housing priorities. This date will be used to establish their seniority for housing decisions throughout their time at the university.

# 32. RESIDENCE HALL MANUAL

## ALCOHOL PARAPHERNALIA

Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on Texas A&M University premises and University sponsored events. This includes any alcohol containers or containers that may have at one time contained or transported alcohol are strictly prohibited. Campus Living & Learning is a community that discourages alcohol misuse and is committed to educating residents about decisions to possess items that may encourage alcohol consumption. The use of alcoholic beverage containers and packaging (cans, bottles, kegs, beer boxes, etc.) as decorations or for any other purpose, regardless of your age, is prohibited. This includes beer bong, shot glasses, martini glasses, yard or half-yard glasses, beer pong tables, or other objects used to consume alcohol, with or without alcohol in them.

## CAMPAIGNING

Campaigning rules and regulations are governed by the TAMUG Election Committee. If you have any questions or concerns with campaigning in the residence halls, please contact your Housing Coordinator.

- Approved elections flyers/ campaign materials may be hung in lobby areas accessible by all residents in the residence halls.
- Elections flyers/ campaign materials may not be placed on individual residential floors.
- Elections flyers/ campaign materials may not be placed at the front desk.
- Elections flyers/ campaign materials may not be placed on the hallway doors.
- Any flyer/ campaign materials hung must be taken down within 2 days after the election is held.

## COMMUNITY BILLING

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individual(s) can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected outfit, floor, building, or area. Damage listings are posted in each hall when there are damage billings to report. If you have information concerning any of the damages or stolen property listed, please contact the Housing Coordinator.

# 32. RESIDENCE HALL MANUAL

## COMMUNITY LEADERS

Community Leaders and/or Company Commanders in each residence facility are responsible for the maintenance of order, the preservation of property and the cleanliness of the hall and/or area assigned to their organization.

## COOKING IN RESIDENCES

32.14 Cooking is prohibited in the residence halls except for those halls with kitchen areas located in Atlantic, Pacific, TAMMA Hall Lobby's, Hullabaloo 1st Floor Kitchen Area, and within Albatross and Polaris residence rooms. All kitchen appliances with the exception of coffee pots, hot pots, popcorn poppers, and microwaves (700 watts) are prohibited in the residence halls.

32.15 Refrigerators are permitted in designated rooms only when such refrigerators meet the following university specifications:

- The refrigerator is "Underwriters Laboratory" approved and has a running current requirement not to exceed 1.6 amps.
- The electrical cord plugs directly into the power receptacle.
- During extended holidays, between semesters, and in the case of a campus evacuation, the refrigerator is emptied, cleaned, and unplugged.

Cooking is permitted in the residence halls kitchen areas located in Atlantic, Pacific, TAMMA Hall Lobbies, Hullabaloo 1st Floor Kitchen Area, and within Albatross and Polaris residence rooms.

# 32. RESIDENCE HALL MANUAL

## DECORATIONS

Cut/live Christmas/holiday trees and/or wreaths are not permitted in the residence hall rooms, apartments, hallways and breezeways.

No decorations may hinder the use of or restrict access to hallways, breezeways, doorways, stairs, corridors or fire safety equipment. No one should attach anything to or tamper with light fixtures, sprinkler heads or exit signs. Staff may remove decorations, and resident(s) may be billed for cleaning or damage.

Any holiday decorations must be removed 3 days after the holiday has past. If the holiday occurs during an extended break (ex. winter break), the decorations must be removed before the students departure.

Residents may not add any permanent fixtures or wallpaper the room. Residents may not use nails or screws that will leave holes in the walls. Residents may not drill holes in the walls or door frames. Residents may be assessed the appropriate charges to bring the room/apartment back to its original condition. Flammable material (posters, cloth, etc.) may not be attached to room/ apartment ceilings or light fixtures.

## ENTRY OF ROOM

A student's room may be entered by a staff member to provide cleaning and/or maintenance, to conduct an inventory of university property, to conduct a health and safety check, to assure compliance with applicable housing codes, when an emergency exists or is believed to exist, or when the staff member has reasonable cause to believe that a violation of civil or criminal laws, University Student Rules, or housing rules has occurred or is occurring.

Additional inspection of cadet corps rooms may be made by authorized cadets and cadre in accordance with The Corps Operations Manual.

In the event of sudden illness, death, or some other reason for which a student might be absent for a prolonged or indefinite period, university officials are authorized to collect and store for safekeeping and proper disposal the affected student's personal belongings and property which are on university premises.

# 32. RESIDENCE HALL MANUAL

## FIRE SAFETY

Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots, hibachis, and barbecue grills) are prohibited in residence halls. Charcoal and charcoal lighter fluid may not be stored in residence hall rooms or on balconies. Because these items create a significant fire hazard, they are not allowed at any time in the residence halls. Items will be confiscated, and residents will be subject to disciplinary action. Wax warmers are allowed.

Combustible materials in corridors must be limited to student message boards and university installed community bulletin boards.

Balconies and hallways are to remain clear of furnishings and other material to maintain clear exit paths in case of fire.

Prohibited items include, but are not limited to, hammocks, barbecue grills, hibachis, furniture, bicycles, micromobility, and plants.

Fire exit doors and doors separating exit stairways from corridors may not be propped open at any time.

Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, automatic door closures, and locked exterior doors. It is a violation to cover, hang items from, throw things at or tamper with sprinkler heads. Residents involved in such activities will be subject to disciplinary action and may be removed from University Housing.

## FLOOR MEETINGS

Each semester during the first week of classes and before finals week, required meetings are held in each living area (typically in the evening). Attendance at these meetings is mandatory because information concerning safety and security, as well as other important information related to living in the community and closing, is distributed. Residents are responsible for all of the information distributed at these meetings; therefore, attendance is crucial.

# 32. RESIDENCE HALL MANUAL

## GUEST/VISITATION POLICY

**32.1** Students residing in a university residence hall are responsible for knowing and observing the visitation rules, including hours for visitation. Guests are defined as any person who does not actively live within the assigned space. This includes other students/residents, or non-students. The comfort and well-being of any roommates or suitemates should be taken into consideration when allowing a guest access to their space. Residents are permitted to host guests within their assigned space, subject to the consent of each resident of the room/suite, and should follow the outlined rules listed below:

**32.1.1** Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform their guest(s) of all University and Campus Living & Learning Policies. Violation of any policies and/or procedures by a guest may result in disciplinary action being taken against both the guest and host.

**32.1.2** Guests must always be escorted by their host. Never escort someone who is not your guest. This includes but is not limited to entering and exiting the building; as well as leaving guests alone within the residence hall. Guests found without their host will be escorted out of the building.

**32.1.3** Residents and guests must always wear appropriate clothing while in the hallways or public areas.

**32.1.4** Visitation hours are from 9am to 12am, Sunday through Thursday and 9am to 2:30 am Friday and Saturday. After visitation hours, only guests with written approval from Campus Living & Learning are permitted to remain overnight on campus in the residence halls. This privilege will be granted only when there is space available.

**32.1.5** Overnight guests must secure written permission from their roommate and suitemates (if permissible) at least 48 hours prior to the guests' arrival and submit the documentation to Campus Living & Learning via the guest form that can be found on the Campus Living & Learning website. All overnight guests must have pre-approved written permission from Campus Living & Learning, this is at the Housing Coordinators discretion. Failure to submit guest forms and receive approval from Campus Living & Learning can lead to lost privileges of overnight guests. Approved guests are only permitted to stay three consecutive nights with a total amount of 4 nights within a single calendar month. Anyone 17 years or younger is not permitted to reside in the residence halls overnight.

**32.1.6** Cohabitation is prohibited. This includes but is not limited to: keeping clothing and other personal effects within the room, sleeping overnight in the assigned space on a regular basis and usage of the restroom facilities as if they resided within the room. Violating a roommate's right of entry into their room/apartment or hindering a roommate's ability to study and/or sleep within their space because of a guest's continual presence is a violation of this rule. The determination of cohabitation will be assessed by Campus Living & Learning professional staff members.



# 32. RESIDENCE HALL MANUAL

## GUEST/VISITATION CONT.

32.1.7 Vendors are not permitted in any residence hall rooms after visitation hours and should always have an escort with them. Vendors can visit the residence hall's front desk to request one and can be done in email form in advance.

Visitation hours may be reduced if the residents of a floor within the residence hall desire a lesser number of hours and/or days or other stipulated conditions. Changes may be made by calling a referendum of all the residents on the floor. An affirmative vote of at least sixty-six percent of the total number of residents on the floor will be required to either approve or make changes in the Visitation Rule. Any changes or stipulated conditions of the hall rules must be in compliance with the Galveston Campus Visitation Rules and approved by the Associate Vice President for Student Affairs.

A general residence floor referendum will not be required to approve visitation stipulations on the floor each new school year unless changes are requested from residents of that floor. Residents may sign a "change" petition to put the floor Visitation Rules up for review by the residents. A general floor referendum must then be called to approve any new changes. A sixty-six percent majority of floor residents is required for approval of changes to the floor Visitation Rules.

After approval by the Associate Vice President for Student Affairs, changes in the floor Visitation Rules will be announced seven days prior to implementation.

## ID CARDS/ HARD KEYS

Do not loan or give your student ID or room/hard keys to anyone. Any assigned keys, ID's and access cards should be kept in your possession at all times. Giving your key or access card to others may result in disciplinary action. Duplication of University keys is strictly prohibited.

## PRIVATE PROPERTY

The university does not assume responsibility at any time for the private property of students and is not liable for the loss or damage of any article of personal property anywhere on the premises. All efforts should be taken to lock and secure all valuables in the halls and parking lots.

# 32. RESIDENCE HALL MANUAL

## QUIET HOURS

32.8 The Community Leaders are responsible for ensuring that conditions conducive to good study are maintained. Designated “quiet hours” will be maintained in all residence facilities during the period of 9:00 p.m. to 8:30 a.m., Sunday through Thursday; and 12 Midnight to 11 a.m., Friday and Saturday. All other hours are “courtesy hours,” which are in effect 24/7. During courtesy hours, a reasonable amount of quiet is expected to allow residents to sleep and study. Quiet hours may be expanded but not diminished by a majority vote of sixty-six percent of the residents of a floor. Expanded quiet hours will be observed prior to and during final examination each semester. While the maintenance of the quiet hours is the responsibility of each member of the hall, the Community Leader will be alert to infractions and assist where necessary to enforce the rules.

## ROOF ACCESS

No student is permitted on the roofs of the residence halls.

## ROOM ASSIGNMENT CHANGES

Room assignment changes originate with Campus Living & Learning which makes the room assignments. Students making room changes must secure clearance for their original rooms from the Office of Campus Living & Learning and arrange to check into their new rooms from that office.

# 32. RESIDENCE HALL MANUAL

## UNIVERSITY PROPERTY

The residents, for their own protection, will be asked to inventory their furniture and rooms for existing damage with a designated university representative. This inventory will be completed at the time the student checks into the room. If additional damage to the room or furnishings occurs, repairs or replacement may be charged to the occupants.

Substantive changes to or within rooms are not to be made without securing permission from the Office of Campus Living & Learning. Under no conditions should students remove any university-owned furnishings from their rooms and students shall not furnish their rooms with university-owned property taken from the public areas of the university.

It is prohibited to place any university furniture outside of the residential rooms, including on balconies.

## WEAPONS

32.11 Students may NOT bring weapons into the residence halls, for any reason, any firearm (except as permitted by law; see below for details), illegal knife, club, or any other weapon (not restricted to legal definitions) that may be hazardous to the health or safety of residents. This includes but is not limited to: rifles (including drill rifles), pistols, shotguns, pellet guns, BB guns, taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes, machetes, swords, spears, switchblades, or knives with a blade 4 -inches or longer.

Campus Living & Learning staff or University Police may confiscate these items. In addition, the following items are prohibited from being used inside of any residence hall or public area: airsoft guns, paintball guns, and Nerf guns. These items may be stored in an apartment or storage closet but may not be used in or around any residential buildings.

Those legally permitted to possess and carry a handgun must follow all state and federal laws concerning owning and possessing a handgun on campus. Any resident who is over 21 years of age and legally permitted to carry a handgun who choose to bring their handgun into their room/apartment must store the handgun and ammunition in an electronic locking steel safe that has been rented or purchased from Campus Living & Learning. For information regarding safe rentals/purchases, visit <https://www.tamug.edu/cll/StudentResources.html>.

University Rule 34.06.02 regarding Carrying Concealed Handguns on Campus: <https://www.tamu.edu/statements/campus-carry.html>.

Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from university housing.

# STUDENT LIFE RULES

## 36. PET ANIMALS

36.1 With the exception of service animals, fish for aquaria and the official university mascot, animals are not permitted in residence halls, campus food service areas, or other campus buildings except where authorized. Such authorization must be obtained in writing from the Office of Student Affairs. When a classroom situation is involved, the pet owner must also obtain additional authorization from the instructor of the class.

36.2 Animals will not be allowed to run at large on campus and must be leashed at all times.

36.3 Animals shall not be left unattended or secured to university property.

## 40. LOST, FOUND, STOLEN OR ABANDONED PROPERTY

Lost or found items should be reported to the University Police. Any item that is presumed stolen should be reported promptly to the University Police. Abandoned property of nominal value or size collected by the University Police will be stored by the Police Department. Larger items such as bicycles, motorcycles, automobiles and articles of considerable value will be held by the University Police. Within a 90-day period from the date any lost or abandoned property is reported to University Police, the rightful owner must make a claim thereon; upon proper proof, the article will be returned to the owner. A nominal charge may be levied for handling and storage of all property. After said 90-day period, the university may, at public auction, sell any property that has not been claimed, with proceeds derived from the handling, storage or sale of such property to be deposited in the university programming account, said funds to be used for the benefit of the student body.

# THANKS AND GIG ‘EM

