

# Residential Life Program Handbook

2024-2025

Carl Albert State College

## INTRODUCTION

Welcome to CASC Residential Life! This handbook is your guide to all things living on campus and will provide valuable information. Understanding and developing respect for others and an awareness of your rights and responsibilities will make the adjustment to this new way of life much easier. The Residential Life staff is dedicated to working with you to provide a comfortable, friendly environment, which is beneficial to all student resident's aspirations and achievements.

It is your responsibility as a CASC resident to review and follow all items included in the handbook. As a CASC student, it is also your responsibility to review and follow the information provided in the CASC Catalog and Student Handbook. Carl Albert State College reserves the right to update and/or change policies throughout the year.

## IMPORTANT PHONE NUMBERS

CASC Main Number	918-647-1200
CASC Campus Police	918-647-1400
Emergency	911
Office of Student Life	918-647-1371
Poteau Police Department	918-647-8620
Residential Life Coordinator	918-647-1374
Student Conduct Officer	918-647-1315
Vice President of Student Life	918-647-1370

## REGULATIONS

As a participant in the Residential Life Program, residents have the opportunity to live and associate with other students of different nationalities, races, and religious beliefs. As residents live and work together, each has an opportunity to learn to appreciate persons for their qualities and abilities. Living together cooperatively will help to broaden each student's knowledge of other people and places and will prove to be of inestimable value in learning to live and work with others. An attitude of civility, decency, and consideration is expected of each resident toward other residents, the Residential Life staff, and the faculty/staff of the college.

Each resident must be enrolled as a full-time student (12 credit hours for fall/spring; 6 credit hours for summer) during each semester to reside on campus. If a resident is not enrolled as a full-time student at CASC, and/or if their Business Office account is delinquent, they no longer have the right to live on campus and should plan to vacate following the proper checkout procedures. In addition, throughout the academic year, each resident must attend Residential Life Orientation, monthly meetings, and other special events. Your absence at these required events may result in a fine.

Residents, as a condition of the Housing and Meals Contract must comply with all college and residential life rules, regulations, and policies in effect or that are amended or enacted during the term of the contract. The student agrees that a student who by his/her/their actions consistently violates college and/or residential life regulations, creates undue disturbances for other residents, or unreasonably withholds his/her/their cooperation from other students and college officials, may be dismissed from the Residential Life Program and may, at the discretion of the Vice President of Student Life, be recommended for dismissal from CASC.

Oklahoma Statutes, Title 70-3242, requires all students who are first-time enrollees in any public or private Oklahoma postsecondary educational institution and who reside in on-campus student housing to be vaccinated against meningococcal disease. CASC will provide students or the student's parents or other legal representatives, with detailed information on the risks associated with meningococcal disease and the availability and effectiveness of the vaccine. The Statute permits the student, or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

## PROGRAM STAFF

The Vice President of Student Life is primarily responsible for the overall supervision of the staff and employees working for the Residential Life Program. The Residential Life Coordinator is responsible for the daily operations of the Residential Life Program. The Athletic Assistant Coaches and Graduate Assistants, are professional staff members who live in residential housing. The Athletic Director and staff oversee the Athletic Residential Housing. Residents have professional staff members who provide referral services and encourage participation in cultural and social activities. Resident Assistants (RAs) live in each residence hall and are under the direct supervision of the Residential Life Coordinator (or designee). Resident Assistants are carefully selected student staff members who ensure residential rules and regulations are enforced. The primary responsibility of an RA is to assist students with problem-solving and/or refer them to the proper individual.

The R.A.'s specific duties include but are not limited to:

1. Enforcing college rules and regulations
2. Conducting room checks as needed and monthly clean room inspections
3. Performing weekend RA duties three weekends per semester
4. Disseminating pertinent information to residents
5. Ensuring the rights of residential students are not violated
6. Promoting and participating in CASC student activities
7. Participating in Residence Hall Council and Food Service Committee meetings
8. Participating in Resident Assistant meetings, and
9. Promoting and participating in student activities.

What to Expect from Your R.A.

1. To be friendly, consistent, and good-natured
2. To be a resource person and a positive role model
3. To be a helper (listen to you, ask questions, then help you move toward a solution)
4. To be respectful of differences in beliefs, cultures, and lifestyles
5. To hold students responsible for their actions and behaviors
6. To keep students informed of campus activities and events and other valuable information
7. To help resolve conflicts between roommates or other housing students

What NOT to expect from your R.A.

1. To always be in their room
2. To ignore policy violations
3. To never make mistakes

## RESIDENCE HALL COUNCIL

All residents are members of the Resident Hall Council (RHC). The RHC's purpose is to promote unity among residents, provide for self-government, protect members' rights, settle disputes dealing with the Residence Halls and the residents, represent and speak on behalf of all residents, and create an environment of social and cultural functions. Two RHC members and/or RAs will also serve on the Residential Life Committee.

## EMERGENCY RESPONSE PLAN

CASC recognizes that quick responses are necessary in today's environment where anticipated and unanticipated emergencies arise. We remain committed to the safety of our visitors, student body, and staff. CASC has developed and implemented an Emergency Response Plan designed for the protection of the campus community. All offices and departments shall display the Quick Reference Guide to the Emergency Response Plan in a public and visible area and shall adhere to the plan when emergencies arise. A copy of the detailed plan is maintained in the Office of the CASC Director of Campus Police.

### **Fire**

To prevent a fire:

1. Do not smoke in rooms.
2. Do not throw cigarette butts in wastebaskets.
3. Make sure cigarettes, cigars, or matches are extinguished when discarded.
4. Unplug electrical appliances such as irons, curling irons, hot rollers, etc., when not in use.
5. Do not burn candles.
6. Halogen lights are not permitted.

Fire alarms and fire extinguishers are provided for the protection of human life and property. Tampering with the firefighting equipment is a violation of state law. Offenders will be fined \$150 and subject to dismissal from the Residential Life Program.

### **Severe Weather**

In the event of severe weather, if it becomes necessary to take cover, follow the instructions provided by the Residential Life Program staff or Campus Police. Move in an orderly fashion to the Hoffman-Wilson Storm Shelter. Do not leave the campus for any reason unless instructed to do so by the Residential Program staff or Emergency personnel. In your shelter area, sit on the floor with your back to the wall or in the central portion of the room. Follow the instruction of the Residential Program staff or Emergency personnel and do not leave the shelter area until the all clear is given. At no time will smoking be permitted in the shelter area(s).

### **911 Address for Residence Halls**

The 911 Addresses (physical address for each dorm room) for all residence hall should be the addresses used for emergencies.

Carl Albert State College  
1507 S. McKenna  
Poteau, OK 74953

# RESIDENTIAL PROGRAM PROCEDURES

## **Room Assignments**

After acceptance into the Residential Life Program, the Residential Life Coordinator will make room assignments. All rooms are assigned as Double Occupancy and roommate requests will be taken into consideration but cannot be guaranteed. Failure to occupy the assigned room does not nullify the contract. The contract reserves SPACE, NOT SPECIFIC ROOMS. If the applicant fails to occupy the assigned room by the first day of classes, the space may be assigned to another resident. The resident agrees that the college may reassign room space or adjust the occupancy of rooms to maximize space utilization and that the college may take such action as is necessary to control the use of rooms in the event of an epidemic or disaster or other conditions or circumstances that may appear which require such control.

Returning residents receive priority of room assignments based on the student's prior record of conduct. In the event, that more than one resident requests a specific room, the resident who has most recently lived in the room will receive priority for that room. If the previous occupant of the room does not request to return to that room, the resident who has continuously lived on-campus the longest will receive priority for that room.

## **Room & Roommate Change**

To request a room and/or roommate change, contact the Residential Life Coordinator and complete a room change request form. If the change is agreeable to all parties involved, it will be granted. The resident must then schedule a room inspection with the Residential Life Coordinator and exchange room keys. Students are allowed one room change per academic semester. If a resident trades rooms with another resident or moves into another room without authorization from the Residential Life Coordinator, they will be subject to any routine charges involved in the room change as well as fines for improper move-out.

## **Move-In Procedures**

Before move-in, each resident is required to pay the non-refundable \$75.00 Housing Maintenance Fee, complete and sign a Housing and Meals Contract, and is required to provide proof of pending aid in an amount sufficient to cover the full cost of their attendance, set up a payment plan, or pay the entirety of their charges at the Business Office.

Upon arrival, each student will receive a room key and a room evaluation report. The resident is responsible for completing and signing the room evaluation report. The completed room evaluation report must be turned in to the Office of Student Life by Friday of the first full week of classes. Be sure to note the room condition, all problems (i.e. scratches on floors, holes in walls, missing furniture, etc.), and damage. If you are not in agreement with the conditions stated on the form you must discuss them with the Residential Life Coordinator during the first full week of classes. Any damage not indicated on this form or missing items from the room will be charged to the occupant at the time that the damage is reported or discovered.

A resident who withdraws from the Residential Life Program before receiving their room key may request to have their Housing and Meals Charges removed. If a resident receives their room key but withdraws from the Residential Life Program on or before the "drop date" (last day to drop classes

without charges or grades), the resident will be responsible for 25% of the total housing and meals charges.

Housing and meal charges are non-refundable. Dismissal from the Residential Life Program will not result in a refund of housing and meals charges. If a student is dismissed or withdraws from Residential Life, the resident must move out immediately.

### **Move-Out Procedures**

Every resident must observe the following procedures when moving out of their room. Residents are expected to leave their rooms in excellent condition.

1. Remove all personal belongings from the room.
2. Clean the room thoroughly.
3. Replace all college-owned furniture in its original position.
4. Sweep, mop, and/or vacuum all floors.
5. Deposit all trash in the designated dumpsters.
6. Schedule a room inspection with the RA of your residence hall.
7. Return all residential room keys and mail keys to the Residential Life Coordinator.
8. If returning to the dorms the following academic year, complete the "Intent to Return" form. If you are graduating or will not be returning as a resident complete the "Residential Life Withdrawal" form.

A resident has not completed the move-out procedure until the room has been inspected by their RA and the assigned room key has been returned to the Residential Life Coordinator. Residents may be fined \$100.00 for not completing the proper move-out procedure.

Residents are required to move out of their assigned room by 6:00 PM on the day of their last final test. The college assumes no responsibility for any personal items left by a student.

### **Break Procedures**

The Housing and Meals Contract does not provide for housing and/or meals during break periods. Break periods are defined as periods for which the college shall be closed for academic recess or breaks between semesters, as scheduled in the CASC catalog. Break periods include Thanksgiving Break, Winter Break, Spring Break, etc. Opening and closing dates for residence halls are regulated per the Academic Calendar. Residents are not allowed to stay in residence halls during break times. However, in some circumstances, such as student-athlete residents who are required to stay, or out-of-state residents who cannot return home, permission to stay may be requested from the Residential Life Coordinator.

## RESIDENTIAL PROGRAM SERVICES

### **Internet Service**

The Internet connection is provided at no additional cost to the resident. CASC technical support will ensure that the connection to the room is active. CASC employees will not repair student computers. Residents are bound to the CASC code of computer conduct which is located on the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu). This connection is considered a privilege and can be revoked for any violation of the computer code. The bandwidth to the residence halls is shared and any connection causing significant degradation will be terminated.

### **Laundromat**

The Laundromat is available 24/7, and is located beside the Bill J. Barber Scholar Center. It has eight (8) coin-operated washers and dryers and is monitored by security cameras.

### **Mailroom**

The CASC mailroom is located in Johnson Hall and the lobby is open Monday - Thursday from 8 a.m. until 4:30 p.m. and on Friday from 8 a.m. to 4 p.m. except holidays. Stamped personal mail or packages with a Pre-Paid Label may be brought to the CASC mailroom and will be picked up by USPS, UPS, or Fed-Ex daily.

Residential students can request an on-campus mailbox located in Johnson Hall and a mailbox key. The student must use their key to unlock the mailbox to pick up their mail. Only one person is allowed to use each box. You are only allowed to pick up another student's mail if we have written permission through E-mail with the receiving student's ID #. Mail should be checked daily. Lost keys will be replaced for \$10 to be paid at the Business Office.



## PROHIBITED ACTIONS & ITEMS

If a student violates any Residential Life regulation, the student is required to meet with the Student Conduct Officer on the next working day after the violation. If the student is unable to meet the next working day, the student must contact the Student Conduct Officer at 918-647-1315 to schedule an appointment. If the student does not meet with the Student Conduct Officer within 3 days, the violation fine will automatically be applied to the student's CASC student account. The student will be fined according to the list below and the payment must be made to the CASC Business Office.

CASC reserves the right to assess fines to students for not adhering to the Residential Life regulations. Fines are listed under each rule/policy or will be determined by the Vice President of Student Life. Failure to make payment of issued fines by the following semester may result in dismissal from the Residential Life Program. Failure to make payment of fees, assessed damage charges, fines, etc., will result in a "HOLD" being placed on the resident's transcript, re-enrollment, etc. This means that a student cannot re-enroll at CASC until the "past due" amount is cleared; a transcript will not be released until such fees or charges are paid.

### **AC/Heater Fire Safety**

All furniture must be positioned at least 2 feet from the air conditioner/heating unit to ensure proper safety. Nothing can be sat on top of or next to the air conditioner/heating unit (this includes curtains, stuffed animals, alarm clocks, paper products, clothing, chairs, desks, trash cans, etc.). This creates a fire hazard that endangers all residents. The Physical Plant staff may inspect each room weekly and non-compliance with this regulation will result in a minimum fine of \$25.

### **Electrical/Electronic Equipment**

Any electrical extension must be 14 gauge or heavier. Residents are **prohibited** from having cooking appliances (except microwaves with low wattages as covered in the section below), gas or electric grills, portable heaters, sunlamps, deep freezers, broadcasting equipment (short-wave radios, etc.), exercise equipment, any type of satellite dish, air conditioners, and other high wattage appliances. Such items will be removed and a \$25 fine will be imposed for unauthorized electrical appliances. Microwaves may be used in residents' rooms. However, they must not use more than 1600 watts. Microwaves or other appliances must not be used in closet areas. Refrigerators used in resident rooms must meet college specifications, which include:

- They may not exceed two cubic feet in size
- They may not use a current load of more than 4/10 amperes when starting and running

The electrical systems and size of the rooms are not adequate to handle a large refrigerator or one that requires greater amperage.

It is essential for the safety of all, to exercise care regarding the use of electrical cords and appliances. The use of light-duty extension cords with multiple outlets is prohibited. Extension cords should be heavy-duty, UL-approved, and should not feed more than one electrical device. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks and other defects.

### **Furniture**

In addition, residents are not allowed to move extra furniture (recliners, chairs, couches, computer desks, entertainment centers, etc.) into their rooms without permission from the Residential Life Coordinator. Non-compliance with this regulation will result in a minimum fine of \$50.

### **Guest Hours**

Residents may entertain guests in their rooms according to the following schedule (8:00 a.m. – Midnight, Daily). Residents are expected to abide by the rules of common courtesy. Support of the guest policy is the responsibility of all. Residents who feel their roommate or other members of the Residential Life Program are abusing the guest policy, can contact their Resident Assistant, Residential Life Coordinator, or Campus Police. The Office of Student Life reserves the right to alter the guest hours as necessary.

### **Quiet Hours**

Although it may not yet be quiet hours, please remember courtesy hours are in effect at all times. Residents are asked to be considerate at all times of other residents who may be sleeping or studying and offer them the same respect that you might ask of them. A Residential Life staff member or Campus Police Officer can issue a fine for excessive or unreasonable noise at any time. If you are being excessively loud, expect to be contacted. Quiet hours are set in order to provide an atmosphere conducive to studying. Quiet hours are observed according to the following schedule: 10:00 p.m. to 10:00 a.m., Daily.

Activities prohibited during quiet hours include, but are not limited to:

- A stereo, TV, or radio played loud enough to be heard outside the room
- Practicing a musical instrument or singing
- Running, horseplay, playing frisbee, golf, basketball, boxing, football, and other activities
- Group of individuals gathered and acting in a manner not reasonable and proper.

### **Room Decorations**

Room decorations are encouraged as long as they do not create health hazards, fire hazards, or damage to the room. It is important to note that the use of tape or nails is not allowed because of damage to surface finishes. Residents are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room, which includes nail holes, decals, and tape marks on walls, doors, floors, ceilings, etc. All decorations must be removed during moveout. Any questions on room decorations should be directed to a Residential Life staff member.

All pictures and decorations must be hung with “Handi Tak” putty or “Command” Strips/hooks. Residents will be held responsible for any wall damage. Non-compliance with this regulation will result in a \$25 fine plus any additional charges for cleaning or damages.

The use of street signs, traffic signs, or any other construction items for room decoration is strictly prohibited. These items will be confiscated and a \$50 fine will be assessed for violating this policy.

Due to the extreme fire danger presented by certain holiday decorations, please note that no live trees, evergreen or cedar branches, combustible cotton, combustible angel hair, or other combustible materials are permitted for use as decorations. There is a \$25 fine and subsequent referral to the Office for Student Life for violation of this policy. Only artificial, flame-retardant Christmas trees are permitted. Electrical Christmas lights must be UL-approved and must not be placed near combustible materials.

## **Room Inspections**

It is expected that residents will care for their rooms and the surrounding area. Residents are expected to:

- Keep their room neat and clean (no dishes in sinks, wash excessive dirty clothes & damp towels)
- Keep bathrooms clean (clean dirty residue and rings in toilet, sinks, and tubs)
- Keep the area outside their room and around their dorm clean (no trash bags outside doors)
- Empty trash in the designated dumpsters.

To assist with the process of keeping rooms clean, Residential Life staff will perform health and safety inspections monthly and before break periods. These inspections are primarily to check for potential safety hazards, cleanliness, damage, and required repairs. Residents are expected to keep rooms clean and presentable. If a room is found in unsatisfactory condition the residents may each be fined. The Residential Life Coordinator can also conduct unannounced room inspections.

CASC reserves the right for college personnel to enter rooms when necessary. Residential Life Program staff may enter a resident's room at any time under one of the following circumstances: (1) protection of the general welfare, health and safety of the resident, (2) fire and safety inspection, (3) pest inspection and treatment, (4) maintenance, cleaning, inventory, repairs, or other related activities provided by CASC Physical Plant staff, (5) under appropriate circumstances to retrieve items upon request from the resident's immediate family, (6) to retrieve the personal belongings of another student where there is no apparent dispute as to ownership of the property and there would be no undue infringement of privacy, and (7) under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area. The college reserves the right to move and hold in storage any items deemed to be hazardous to the building or its occupants. Residents will be notified in advance of scheduled inspections by the posting of notices before the inspection. Residential Life Program staff and Campus Police may enter rooms for investigation purposes at any time. Failure to grant access under the conditions stated above shall be considered a breach of contract with Carl Albert State College and could be grounds for dismissal from the Residential Life Program. Under no circumstances shall a resident enter any room not assigned to the resident without proper authorization.

## **Room Keys**

Residents are issued room keys through the Residential Life Coordinator when moving in. Residents are urged to keep their rooms locked whenever they leave and while they are sleeping. Residents should always carry their key, but if they get locked out contact their RA for assistance. A charge of \$10 to unlock the door will be assessed to the resident's CASC Student Account. The fine will compound with each offense.

Attempting to enter a locked room without the use of a proper room key is not permitted and is punishable by a minimum fine of \$50.

A resident who fails to report the loss or theft of a key promptly will face a Residential Life violation that may result in disciplinary action. If a key is lost or misplaced, a replacement may be obtained through the following procedure:

1. Notify the Residential Life Coordinator or RA of the loss of the key.
2. A charge of \$150 will be applied to your CASC student account.
3. The Residential Life Coordinator will issue you a new key.

It is not permissible for residents to have duplicate keys made other than through college sources. Any room keys found that were not issued by college sources will be confiscated.

A resident who loans their key to an individual, not on the contract for the same room will face a Residential Life violation that may result in disciplinary action. Under no circumstance will a student be admitted to a room other than his/her own.

During move-out, residents must return all keys to the Residential Life staff. Failure to return keys may result in a fine of up to \$150.00. Keys may also be collected before semester breaks and vacation closings.

**Windows**

Residents may open windows but cannot enter or exit the building through the window. Residents are not allowed to place anything on their windows including, but not limited to, foil, posters, stickers, etc. Any resident found with these or other items on their windows will have them removed and will be fined \$10. Repeated violations will be referred to the Office of Student Life for further disciplinary actions.

TYPE OF RESIDENT VIOLATION	FINE
AC/Heater Fire Safety Violation	\$25.00 per incident
Prohibited Electrical/Electronic Equipment	\$25.00 per incident
Prohibited Furniture & Furnishings	\$50.00 per incident
Guest Hours	1 <sup>st</sup> Offense: \$50.00 2 <sup>nd</sup> Offense: \$100.00 3 <sup>rd</sup> Offense: \$200.00 & Referral to the Office of Student Life Suspension from Residential Life (current semester)
Quiet Hours	1 <sup>st</sup> Offense: Written Warning 2 <sup>nd</sup> Offense: \$25.00 3 <sup>rd</sup> Offense: \$50.00 & Referral to the Office of Student Life Suspension from Residential Life (current semester)
Room Decorations	\$25.00 per incident
Room Inspection	Depends on Extent & Referral to the Office of Student Life
Room Key: Unlock Door Fee	1 <sup>st</sup> Offense: \$10.00 The fine will compound with each offense.
Room Key: Entry to Lock Room	\$50.00 per incident
Room Key: Replacement	\$150.00 per incident
Window Decorations	\$10.00 per incident
Improper Move-Out	\$100.00 per incident
Unapproved Action	Depends on Extent & Referral to the Office of Student Life

## ROOM CARE

Each resident is required to pay a \$75.00 Housing Maintenance Fee at the beginning of each academic semester. Each resident is responsible for the care and cleaning of the room. When moving out, the Residential Life Program staff and the CASC Physical Plant staff will inspect each room for damages to CASC property. If damage occurs, the resident must pay for the damages. Excessive damages may result in the dismissal from the Residential Life Program. *Note: Excessive damages may also be reported to the student's parent or guardian.*

### Furnishings

An inventory of furnishings in the residence halls and their state of repair is maintained in the Office of Student Life. Residents are liable for furniture in the room and are not allowed to dismantle furniture or stack the desks or dressers.

### Insurance

The college is not responsible for any damage or loss of personal property due to theft, fire, facility failure, or severe weather. Therefore, it is recommended that you carry your own personal property insurance. Information on personal property insurance can be obtained from the Office of Student Life.

### Lights

Residents should turn the lights off when they are not present in the room. Light bulb replacements may be obtained by submitting a Maintenance Request at [physplant.carlalbert.edu](http://physplant.carlalbert.edu).

### Maintenance & Damages

Residents can submit a Maintenance Request when a room repair (e.g., air conditioner stops cooling, etc.) is necessary at [physplant.carlalbert.edu](http://physplant.carlalbert.edu). The Residential Life Coordinator will be notified and then submit a work order to the Physical Plant staff. If the room repair needs immediate attention (i.e. overflowing toilet), please contact a Resident Assistant or Residential Life Coordinator.

Residents will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others. Residents will be notified of all charges assessed to your account. Damages to property may also make the responsible resident subject to disciplinary action. A resident with excessive room damages may be subject to dismissal from the Residential Life Program.

Damage	Repair Cost
Entry Door Repair or Replace	\$400.00 or Extent of Damage
Entry Lockset Repair or Replace	\$150.00
Entry Backset Repair or Replace	\$40.00 or Extent of Damage
Interior Doors	\$150.00
Entry Jamb	Extent of Damage
Electrical Light Fixtures	\$100.00 each
Electrical Light Covers	\$50.00 each
Wall Holes	\$150.00 each
Wall Dents	\$25.00 each
Wall Torn Paper	\$5.00 each
Repaint Room Walls	\$250.00
Repaint Bath Walls	\$150.00

Repaint Closet Walls	\$100.00
Fire Extinguisher Discharged	\$75.00
Fire Extinguisher Missing	\$125.00
Smoke Detector- Battery Replace	\$25.00
Smoke Detector Replace	\$75.00
Window Glass Replace	\$300.00
HVAC Unit	Extent of Damage
Bathroom: Mirror	\$125.00 Each
Bathroom: Toilet	\$300.00
Bathroom: Sinks/Faucet	\$300.00
Bathroom: Tub/Shower	<i>(Extent of Damage)</i>
Floor Covering: Vinyl	<i>(Extent of Damage)</i>
Room Contents: Bed Frames	\$350.00 Each
Room Contents: Mattress/Box Springs	\$250.00 Each
Room Contents: Mattress Cover	\$75.00 Each
Room Contents: Dresser	\$500.00 Each
Room Contents: Desks	\$300.00 Each
Room Contents: Chairs	\$125.00 Each
Room Contents: Night Stand	\$125.00 Each
Exterior of Building	<i>(Extent of Damage)</i>
Lock Rekeyed/Keys	\$150.00
Window Blinds Replace	\$75.00

## Emotional Support Animal (ESA) Policy

Carl Albert State College is committed to protecting the health and well-being of all students, faculty, and staff and recognizes that physical, behavioral and emotional health are fundamental components of student achievement. CASC will assess and strengthen campus and community offerings of academic, social, cultural, and mental health support services to reinforce student success.

Carl Albert State College is committed to providing support services and reasonable accommodations to students with disabilities. Students with disabilities who require the use of an Emotional Support Animal (ESA) as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with CASC policies regarding such animals.

### **HUD Guidance on ESAs**

The U.S. Department of Housing and Urban Development (HUD) provides guidance on assessing a person's request to have an ESA (<https://www.hud.gov/sites/dfiles/PA/documents/HUDAsstAnimalNC1-28-2020.pdf>) which notes:

Persons with disabilities may request a reasonable accommodation for service animals and other types of assistance animals, including support animals, under the Fair Housing Act (FHA). This guidance provides housing providers with a set of best practices for complying with the FHA when assessing requests for reasonable accommodations to keep animals in housing, including the information that a housing provider may need to know from a healthcare professional about an individual's need for an assistance animal in housing. In particular, this guidance provides a set of best practices regarding the type and amount of documentation a housing provider may ask an individual with a disability to provide in support of an accommodation request for a support animal, including documentation of a disability (that is, physical or mental impairments that substantially limit at least one major life activity) or a disability-related need for a support animal when the disability or disability-related need for the animal is non-obvious and not known to the housing provider.

### **Acceptable Documentation**

Generally, we prefer documentation from providers in the State of Oklahoma or the student's home state who have personal knowledge of the student, consistent with their professional obligations. As noted in the HUD Guidance: "Some websites sell certificates, registrations, and licensing documents for assistance animals to anyone who answers certain questions or participates in a short interview and pays a fee. Under the Fair Housing Act, a housing provider may request reliable documentation when an individual requesting a reasonable accommodation has a disability and disability-related need for an accommodation that are not obvious or otherwise known. In HUD's experience, such documentation from the internet is not, by itself, sufficient to reliably establish that an individual has a non-observable disability or disability-related need for an assistance animal."

### **Information About the Student's Disability**

Federal law defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities. That suggests that a diagnosis does not necessarily equate with a disability (substantial limitation). What is the nature of the student's mental health impairment? How is the student substantially limited?

### **HIPAA Release**

A student requesting an ESA must sign a HIPAA release for their health care provider to share

information with CASC. If CASC needs to contact the student's health care provider for any reason, the student must sign a HIPAA release before doing so.

In the case of a campus housing resident who requests a reasonable accommodation for an ESA that provides emotional or other assistance with one or more symptoms or effects of the resident's disability, CASC requires official documentation from a licensed health care professional and an interview with the campus housing resident. This interview will include but not be limited to the following questions:

- What is your understanding of the purpose of an ESA?
- Why are you asking for an ESA at this time?
- How do you think having the ESA will help you in dealing with your mental health concerns?
- Your documentation suggests when you first saw your clinician. What prompted you to go looking for help at that time?
- Dogs and cats are not the only ESAs that we have accepted at the institution, but they are the most frequently requested. What animal are you requesting?
- As noted in our policy, your ESA must be caged or crated when you are not in your room. Are you concerned at all about leaving your ESA alone in a crate for long periods of time?
- You know that you are not allowed to leave your ESA in someone else's care. If you leave campus for a night or a weekend, you must either take the animal with you or find someplace off campus for your ESA to stay. Have you identified someone who can take the ESA for you?

No ESAs may be moved into residential spaces until the student has received permission in writing. Should an animal be moved in prior to approval, the student risks their request being denied for failure to honor the ESA Policy.

CASC reserves the right to amend this policy at any time, as circumstances require.

### **What is a disability?**

For the purpose of this policy, an individual with a disability is defined as a person who has a mental impairment that substantially limits one or more major life activities.

### **What is reasonable accommodation?**

A modification or adjustment in policies, procedures, or work/housing/school environment to enable a student to participate in equal opportunities and access to CASC benefits and services based on a documented disability.

### **What is an Emotional Support Animal?**

An Emotional Support Animal (ESA) is an animal that provides therapeutic benefit—emotional support, comfort, companionship—to a person with a serious mental health condition. Any domesticated animal may be considered as an ESA; but an ESA must be manageable in public. ESAs stay only in residence; they do not always accompany a student with a disability. ESAs do not attend class, enter the library, or visit any other buildings on campus.

### **Documentation of Need**

Students will first contact the Office of the Vice President for Student Life and complete a Student Disability Services Intake Form. Students must provide documentation with sufficient and reliable information to support their disability or disabilities. Documentation must come from a licensed mental



health professional, should be on official letterhead, and must include the diagnosed disability and how it impacts classroom ability. If the information is not sufficient to allow CASC to make an informed decision about the ESA request, students will be notified of what additional information/documentation is needed. Once students respond with all requested additional information/documentation, CASC will notify the students. The CASC Vice President for Student Life will meet with the student for further discussion and next steps.

Health Care Providers will need to provide necessary information requested in the provider form for CASC to consider the student's request for an ESA.

### **ESA Requirements**

Students must complete the CASC ESA/Service Animal Disability Intake Form at <https://forms.carlalbert.edu/Forms/ESA> and provide:

1. Documentation of all appropriate vaccinations (rabies, etc.) on official letterhead from their veterinarian. Updated vaccinations are required to be submitted upon expiration.
2. Documentation of physical description of the animal including height and weight and confirmation that the animal is housebroken.
3. Signed Responsibilities and Agreement Form to document the student's understanding of policies and procedures around their ESA.

In addition, students must complete an appointment with the Harbor to access services and supports for their disability and their ESA.

### **ESA Approval**

The Office of the Vice President for Student Life processes all disability accommodations and maintains disability documentation for accommodations. This process may take up to 30 days. Approval of ESAs is a two-step process with each request assessed on a case-by-case basis:

1. The Vice President for Student Life must approve the request for an ESA.
2. The Vice President of Student Life must approve the specific animal as an ESA.

In making these determinations, the needs of the student and the impact of the ESA on the campus community will be considered. Reasons that a request for an ESA may be denied include, but are not limited to:

1. The presence of the ESA poses an undue financial and administrative burden on CASC.
2. The presence of the ESA fundamentally alters the nature of housing services, or the animal is not reasonable for the CASC community.
3. The specific ESA poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation.
4. The specific ESA in question would cause substantial physical damage to the property of others or is disruptive to the housing environment.
5. Failure to provide appropriate verification that the ESA provides assistance directly related to the student's disability.
6. Failure of the ESA's handler to maintain appropriate control of the ESA.

Requests for ESAs must be made each academic year. Prior approval does not guarantee future approval.

### **Student Responsibilities**

Students are required to read, review, and sign the CASC Emotional Support Animal (ESA) Student

Responsibilities and Agreement, which includes the following statements:

1. I verify that I have read, understand and will abide by the requirements outlined here and in CASC Emotional Support Animal Policy. I understand that if I fail to meet such requirements, the CASC has the right to remove the ESA, and I will be required to fulfill my housing, academic, and all other obligations for the remainder of my Housing Agreement.
2. I am aware that it is my responsibility to notify the residents of my housing room and facility that an ESA has been approved to live in their community. I give CASC permission to disclose to others impacted by the presence of my ESA that I will be living with an ESA as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the ESA and/or resolving any potential issues associated with its presence. I further recognize that the presence of the ESA may be noticed by others visiting or residing in CASC housing and agree that CASC staff may acknowledge the presence of my ESA, and explain that under certain circumstances, individuals with disabilities are permitted to have emotional support animals in residence halls. I will hold CASC harmless from any liability for disclosing such information.
3. I acknowledge that if I require service by CASC facilities in my room, I must arrange a time when I can be present for the service to occur.
4. I will maintain appropriate documentation of vaccinations for the animal as required by law and will provide documentation to CASC. Once my animal's vaccinations expire, I will provide updated vaccination records.
5. The animal must be fully housebroken. I will be responsible for cleaning up after the animal outside and inside. It is expected that the ESA will be walked outside to relieve themselves. In instances where the ESA is not walked outside, the expectation is that the cage/litter box/pad/bedding will be thoroughly cleaned on a daily basis. All waste will be disposed of immediately, if outside, or daily, if inside, in the dumpster outside the building.
6. The ESA must remain within my room unless being transported on or off campus or outside to urinate or defecate (dogs only). This animal will not be permitted to roam freely within my residence building.
7. When I take my ESA out of my room, it must be under my physical control at all times, including but not limited to use of a leash or cage. Animals are not permitted to be unleashed or out a carrier in housing hallways nor are permitted in other resident's housing.
8. My ESA is not permitted in any areas of my residence hall where food is being prepared or served.
9. The health and safety of the animal is my responsibility. I will provide appropriate food, water and waste handling.
10. I am responsible for instructing others on appropriate interactions with my ESA and setting clear expectations of behavior. If I encounter resistance of others to comply with my provided instructions, I will notify the Office of the Vice President for Student Life and seek assistance resolving this concern.
11. My ESA will not create a nuisance or disturb other community members including but not limited to noise, such as excessive barking, and odors.
12. I am responsible for any damage or injuries the animal may cause.
13. My ESA must be on a continuous flea and tick prevention. If a flea and/or tick outbreak is detected in my room or facility, I will be responsible for the cost of eradication.
14. My ESA may not remain in the room during breaks and other times when the CASC is closed. I am responsible for finding suitable housing off campus for the animal during these times.

15. I may not leave my ESA unattended in my room for more than a reasonable number of hours (8 hours). If I am going to be away from campus overnight, I am responsible for finding care for my ESA off-campus. I understand that I cannot leave my ESA with my roommate or friend.
16. If I am unable to take care of my ESA (hospitalization, etc.), my emergency contact will be notified to come remove the animal until I am back on campus. My emergency contact has signed and submitted the ESA Emergency Contact Agreement.
17. There may be health and safety checks during the academic year. If I fail these checks due to my ESA, I understand that I am at risk for my animal to be removed due to violating the ESA Policy and Agreement. CASC has the right to check my room if there is an odor or complaint.
18. I must meet with the Vice President for Student Life monthly to ensure the policy is being followed, and accommodations are appropriately in place.
19. CASC is not responsible for the illness, injury or death of my ESA while the ESA is on campus.
20. I will notify the Vice President for Student Life if the ESA is no longer in residence and will follow the procedures outlined in the Emotional Support Animal Policy if I wish to replace one ESA with another.
21. I acknowledge that requests for ESAs must be made each academic year. Prior approval does not guarantee future approval.

### **Complaints**

Any reports of noise, odor, or behavioral issues will be given to the Office of the Vice President for Student Life, which will work with the student to resolve the situation. If the ESA Policy or ESA Student Agreement was violated, the student will receive a warning letter and will be required to meet with Office of the Vice President for Student Life. On the second report of a violation, the Office of the Vice President for Student Life will determine if the removal of the animal is necessary. CASC reserves the right to remove the ESA after one incident if the behavior is egregious. Should the animal be removed from CASC Housing, the student has the right to appeal this decision. The student must submit a written notice of appeal to the Vice President for Student Life within 5 days of being required to remove the ESA.

### **Violations of the ESA Policy and ESA Housing Agreement**

1. **Out-of-control Behavior:** A student may be directed to remove an ESA that is unruly or disruptive (e.g. barking excessively, running around, jumping onto people, exhibiting aggressive behavior, damaging property, etc.) and the student is unable to take effective action to control the ESA. Repeated instances of such behavior may result in exclusion from CASC facilities until the student is able to demonstrate effective control of the ESA.
2. **Unkempt Animal:** An ESA must be housebroken. The presence of the ESA may not pose a direct threat to the health and safety of others. A student must also ensure that the ESA is kept clean and well-groomed. An ESA that is excessively unclean (e.g. repeated soiling of facilities, flea infested, foul-smelling and/or shedding excessively) may be excluded from the residence hall. Although an ESA may become ill unexpectedly, CASC recommends that a sick ESA should not be brought into housing.
3. **Misrepresented documentation:** If it is determined that documentation provided by the student misrepresented any material facts, the ESA may be barred from CASC housing.
4. **Violating Agreement:** If any provision of this policy or the related ESA Agreement is violated, the student may be required to immediately remove the ESA from CASC housing.