

**CRISWELL  
COLLEGE**



## **Student Housing Handbook**

## Mission Statement and Goals

The Housing Office aims to offer safe, comfortable, and affordable on-campus living arrangements for undergraduate students while cultivating an environment for students to be holistically developed. This purpose is consistent with and increases the efficacy of the mission of Criswell College as stated:

*The mission of Criswell College is to provide ministerial and professional higher education for men and women preparing to serve as Christian leaders throughout society while maintaining an institutional commitment to biblical inerrancy.*

In addition, Criswell Housing provides more than “a place to sleep.” It houses a community, and within that context, students develop stronger social skills, self-understanding, cultural awareness, and spiritual maturity. The metropolitan context of Criswell’s location offers unique opportunities for community service, cultural engagement, and strategic partnerships.

The purpose of Criswell Housing guides the setting of goals for the program. The goals of Criswell College Housing are to consistently provide:

- Student housing in a secure environment that is suitable for residing along with social interaction.
- A biblical environment that enhances and expedites the student’s intellectual, social, professional, and spiritual development.
- Accessible policies and procedures that enable the organization and management of Criswell Housing.

## Eligibility & Terms of Occupancy

Students are eligible for on-campus housing if they are an admitted, degree-seeking undergraduate student at Criswell College, taking a minimum of twelve hours per semester. All students over the age of twenty-five must contact the Housing Coordinator for approval. Students also must not be married nor marry during their contractual period. Students must be cleared financially by the Finance Division. Students must abide by the Student Code of Conduct. All of these requirements, but not limited to this list, would jeopardize a student’s ability to live on-campus and could result in receiving a Notice to Vacate.

Students must be in good standing with all Criswell offices with no holds on their student account in order to receive a housing contract and throughout their duration in housing. If a hold is placed upon a student’s account during their stay in Criswell Housing, the student should seek to remove that hold as soon as possible.

Students must pass the background check during the application process before they may be admitted into Criswell Housing. In correspondence with Texas House Bill 355, Criswell College prohibits registered sexual offenders from residing in Criswell Housing.

### Waivers

If the student has less than twelve hours remaining in his/her degree program at Criswell College, they must notify the Housing Office during the registration period. If the student plans to finish his/her degree earlier than the end date of the contract, he/she must contact the Housing Office. The twelve-hour enrollment requirement is hereby waived, provided the resident is enrolled in the remaining hours required to meet the graduation requirements of his/her degree program and is approved by the Director of Housing.

A student formerly or presently on Academic Probation may apply for Housing, but the Student Affairs division

retains the right to interpret the student's academic history to determine whether or not to approve the request.

A student who is placed on Academic Probation while under the contractual obligations will be allowed to stay in Criswell Housing for his/her contract term provided the resident is enrolled in the allowed hours under the Probation. The Student Affairs division retains the right to interpret the student's academic standing and place contingencies upon their Housing Status.

#### Notice to Vacate

If a Housing Student fails to adhere to the aforementioned qualifications of eligibility, the Housing Office obtains the right to issue a Notice to Vacate. The list of qualifications is not limited to what has been previously detailed. All eligibility cases will be handled by either the Residential Director, the Vice President of Student Affairs, the Dean of Students, and/or the Student Development Committee.

Once the housing contract is signed, the student may stay in the apartment, subject to all the terms and conditions therein, provided he/she fulfills all eligibility requirements and is not given a Notice to Vacate.

## **Personnel Information**

Abel Hagos  
[ahagos@criswell.edu](mailto:ahagos@criswell.edu)  
(214)-818-1344

Daisy Sigaran  
[Dsigaran@criswell.edu](mailto:Dsigaran@criswell.edu)  
214-818-1398

Luis Juarez  
[ljuarez@criswell.edu](mailto:ljuarez@criswell.edu)  
(214)-818-1345

## **Property**

#### Room Furnishings

All provided furnishings must stay in the dorm at all times.

#### ID Replacement

If you lose your ID please contact Campus security for a replacement.

#### Utilities

- Electricity/Internet are included in the monthly cost.
- Laundry is paid through the CEC Laundry app. To Wash is \$1.75 and to dry is \$1.50. Washers & Dryers will be found on every floor.

#### Trash and Garbage

Trash Chutes are on each floor. No trash is to be left on the hallways.

### Pest Control

If a resident finds indications of a pest problem, they must alert the Housing Office immediately. It will be up to the Director of Housing to interpret whether the residents or the College will cover the cost.

### Sewage

Criswell Housing covers normal service and repairs. Residents will be charged for repairs of any sewage problems caused by improper disposal of garbage or personal items. Do not flush personal hygiene products or leftover food down the toilets. While some septic systems can handle leftover food, this easily clogs municipal systems.

### Mail and Packages

Upon moving in, the resident will receive a mail key for their lock box. They can send their mail to:

Resident Name Room \_\_\_\_ Box \_\_\_\_

4003 Junius St  
Dallas, TX 75246

### Apartment Décor

Criswell College encourages the residents to make their dorms a comfortable and pleasant living environment. We also ask that all decorations keep with the Christian mission of Criswell College. Residents should exercise mature sensitivity and thoughtful deference toward their roommate and any neighbors. Residents must not hang anything on a wall that will require spackling and painting upon move-out.

Should the resident make any alterations to the apartment, whether wiring or any other type of change, the resident will bear all expenses related to returning the apartment to its proper condition, immediately upon finding that any changes have been made.

The following are not permitted:

- Wallpaper, contact paper or borders
- Wall paint, stenciling
- Track shelving or other types of shelving that attach to the walls
- Adhesive material to adhere items to walls or doors (this causes permanent damage to paint and finishes even if the product states otherwise)
- No holes in doors, woodwork, floors, or ceiling
- Nothing may be hung from the ceiling or screwed into the floor

Small nails, hooks, or push pins may be used to hang pictures and other light wall decorations. Anyone who abuses these options will lose their deposit upon move-out and/or a charge to their student account to cover the costs of repairs. The charge will be determined by the degree of alterations. If residents have any questions about the use of a decoration not mentioned, please consult the Criswell Housing Office.

### Common Areas

The purpose of these areas is to provide a relaxed community space for both genders that is available for residents throughout the day until curfew. All reservations of these areas must be approved by the Housing Office (for example, floor-wide parties, SSO events, etc.)

### Upkeep of Property

Tenants will be responsible for the following:

- Keep your apartment clean and free of dirt, garbage, and trash.
- Help keep walks, hallways, stairways, and laundry areas clean and clear of dirt, clutter, boxes,

furniture, and shoes. The only tape that may be used on the doors is *Blue Painter's tape*. Do not use any other type of tape, nails, tacks, or "sticky tack" on the door.

- Keep grounds and other common areas in a clean, safe condition, free of objects, and clutter.

### Hallways

Under no circumstance is anything to be left in the hallways or entranceways to apartments. Only Resident Assistants may place small decorative items outside his/her dorm provided as approved by the Housing Office. This is a fire and safety hazard.

### Room Checks

Room Checks will be performed weekly by the resident's Resident Assistant. The criteria and dates will be determined by RA's. Your room will be judged by this criteria:

(3 layers)

3. Wall Level
  - a. Mirrors
  - b. Bathtub>Showers
2. Hip Level
  - a. Counters
    - i. Kitchen
    - ii. Bathroom
  - b. Tables
    - i. Kitchen
    - ii. Room
  - c. Toilet
    - i. Top
    - ii. Seat
1. Ground Level
  - a. Floor
  - b. Trash Bins

### End-of-Semester

At the end of the semester, we will have a white glove check. This will be a more in-depth room check done by the Housing Coordinator and Housing Associate. If the resident does not pass the white glove check, they will be fined and or lose their deposit.

## **Maintenance and Repairs**

### Maintenance Work Orders

Any maintenance requests can be emailed to [housing@criswell.edu](mailto:housing@criswell.edu).

### Non-Emergency Entry

The Housing Office and/or contracted agent may enter an apartment in response to work orders that have been submitted by residents or to complete a work order submitted by a resident if entry into another apartment is necessary in order to complete a neighbor's work request. Upon arriving at the apartment, the maintenance

worker will follow the “knock and announce” process.

### Routine Maintenance

Routine maintenance involves any process that is needed throughout the building for the purpose of maintaining equipment, or to solve a systems problem throughout the building, or to provide routine services like exterminator service. In this case, a notice will be e-mailed to all residents through the list-server at least 24 hours in advance of the work. The “knock and announce” process will be followed as described above.

## **Rooms**

### Move In Process

Room assessments are completed when a student moves into Criswell Housing and after he/she departs. The student and the RA should note the condition of the room and its furnishings upon check-in. It is the student's responsibility to ensure the Inventory and Condition Report (ICR) accurately reflects the condition of the room at check-in time.

Since residents are responsible for the condition of their room, the common area, apartment and its furnishings, it is most important that residents tell appropriate staff about damages or discrepancies at the time of their occurrence. Make sure that changes are noted on the official ICR. This is particularly important when a resident feels that the damage or discrepancy is not their responsibility.

When checking out, the condition of the room will be compared with the information noted on the ICR at the time of check-in. Any damages not declared on the form will be the responsibility of the resident and will be charged to his/her student account upon check-out. Residents are expected to return their room to its original, opening condition or pay damages for deficiencies that are present at checkout.

Residents will be held responsible for any and all damages to the room, its fixtures, or its furnishings which cannot be attributed to normal wear and tear. Any damage beyond normal wear and tear is billed jointly to all roommates' accounts unless the responsible party is identified. If damage is in a bedroom, the bill will be billed to the two resident's living in that room. Residents will be charged for replacement of all lost or stolen furniture. Damages include any pests, such as bedbugs, that are not covered in pest control by the dormitory. Any pest costs incurred by Criswell College will be charged to the student's account.

Any costs of repair or replacement will remove a student's eligibility to receive the housing deposit back. Students who have room damages that exceed the amount of the housing deposit will receive a bill from the college. A hold will be placed on student records until the bill is paid in full. Financial Aid funds are unacceptable for settling damage fees. All charges billed must be paid no later than the date indicated on the billing statement. Failure to comply may result in any or all of the following:

- Cancellation of one's housing reservation for the following year
- A hold on one's records, transcripts, and registration

If a student receives notification regarding damage charges and they wish to appeal the charges, the appeal letter must be submitted to the Director of Housing within 30 days.

### Room Assignments

Roommate assignments are made without regard to disability, race, creed or national origin, and rooms will be assigned on a first come first serve basis. Every effort will be made to comply with student preferences; however, full power is reserved by Criswell College to make assignments of space, including assignment to temporary space. Regardless of how well roommates seem to match, traits such as cooperation, compassion, and communication are the keys to making roommate relationships successful. Flexibility and an attitude of

service will contribute to the development of life-long friendships.

Once the rooms are full, students will be placed on a waiting list, but this does not guarantee that a room will become available.

In order to provide all students with a fulfilling residential living experience, it may become necessary to consolidate students who have vacancies within their room or apartment. Criswell College has the right to consolidate (move any student who has a vacancy in their room, in with another student who has a vacancy in their room) without prior notification to fellow residents. Efforts will be made to limit room changes within the same building.

#### Roommate Conflict and Change Requests

While Criswell College reserves the right to modify room assignments, room changes are not our primary means of intervention for roommate conflict; instead, we encourage students to gain skills to resolve differences with the help of their Resident Assistant (or Housing Coordinator as needed).

If a student experiences conflict with roommates, the student will be directed to follow these steps:

- 1) Try to resolve room conflicts directly with the person(s) involved.
- 2) Invite the RA to mediate.
- 3) Ask the RA to have the Housing Coordinator get involved, if necessary.
- 4) Modify the roommate contract and decide on a probationary period during which the terms of the contract will be practiced.
- 5) Have a check-up/evaluation meeting at the end of the probationary period. Modify the contract and schedule a subsequent check-up meeting as necessary.

If a student has followed the above procedure and still wished to request a room change, he/she may email the RA or Housing Coordinator detailing the following information:

- The reason the student feels a change is needed
- The date when the student would like to see the change become effective
- Examples of attempts made to resolve conflicts or issues
- A brief summary of the conclusion of any reconciliatory attempts

The request will be discussed by the Housing Personnel. If it is clear that the student has tried to resolve issues but nothing has changed, a room change will be considered, if space permits. Changes in room assignment may be made only with the approval of the Housing Office.+

### **Community Rights and Responsibilities**

The Criswell College community members possess both rights and responsibilities. If these responsibilities are not being upheld and other's rights are being compromised, a student may face disciplinary action and/or removal from housing.

#### Each member has a *right* to:

- Receive written copies of college housing policies which govern individual and group behavior.
- Expect respect and personal property safety.
- Study without interference.
- Be free from intimidation, harassment or hate crimes on the basis of race, color, national origin, ancestry, gender, religion, age, disability and sexual orientation.
- Access staff providing assistance, guidance, and support as needed.
- Request and expect roommates to attend meetings for the purpose of resolving issues and living well together.
- Live in a clean and secure environment.

Each member is *responsible* for:

- Keeping track of scheduled deadlines and financial obligations.
- Addressing violations of prohibited behaviors and actions.
- Monitoring guest behavior.
- Respecting others' rights and privacy.
- Keeping noise levels to a minimum.
- Immediately reporting hate crimes.
- Positively contributing to the overall community.
- Cooperating and fulfilling college staff and official requests.
- Attending roommate meetings and working through issues that may arise to the best of their ability.

#### Primary Residence Requirement

Criswell College housing must be a student's primary place of residence during a contracted term. This means that the student must live in housing more than 50% of the time. If it becomes clear that Criswell College housing is not the student's primary residence, the student may forfeit his or her place in housing without a refund.

#### Routine Cleaning

Criswell College expects residents to regularly perform the following apartment cleaning tasks:

- Clean dirty dishes and other kitchenware items in the sink.
- Wipe and/or scrub stovetop and countertops.
- Wipe out the refrigerator and dispose of any old or stale food.
- Clean and disinfect sink, tub/shower, and toilet bowl.
- Sweep and vacuum all floors.
- Put away personal items from common areas into bedrooms.
- Bedrooms and common areas are orderly and organized.

If students live in apartments with carpet they are expected to clean all spills immediately. Failure to keep carpet or rugs clean may result in a loss of housing deposit.

#### Community Kitchen

The same cleaning expectations for the dorm go for the community kitchen. Please clean up after yourself as soon as you finish using the kitchen. If resident does not comply with these expectations this may result in a loss of housing deposit and a fine for cleaning services.

#### Visitors

Criswell College maintains an open door to Criswell friends and family. Students are reminded to treat our visitors with respect and courtesy as is befitting the body of Christ. Occasionally a student will bring family members or same-gender friends to visit their place of residence. If protocol is followed, these visits are welcomed and encouraged. Any and all visitors to Criswell Housing must sign in with the Criswell Housing Office.

Unless Housing Personnel or approved family members, no resident may enter a floor which houses the opposite gender.

Guests are expected to comply with all Criswell College policies and regulations as well as federal and state laws. Residents are responsible for the behavior of their guests. Should any guests violate any of the rules and regulations, Criswell College may deny them permission to be on housing premises.

In place to ensure safety and respect in our community, 1) Hosts must always accompany guest(s) and 2) the Host may not give their keys/IDs to guests at any time.

Children are only allowed in housing units if accompanied by a parent or guardian. Our aim is not to make it more difficult for our students but to provide an environment that is profitable to all students and protective of children.



If a visitor is to violate any policies as interpreted by Housing Personnel, Criswell College reserves the right to dismiss any visitor from the campus immediately.

#### Quiet Hours

To maintain mutually respectful neighbor relations, Criswell College expects residents and guests to refrain from making any disturbing noise that interferes with the comfort of the overall community. Quiet Hours are from 10 pm to 7 am seven days a week. Discipline for such a violation will be interpreted by the Housing Office.

#### Respecting Others' Rights

Students are expected to conduct themselves with proper respect for the rights, property, and privileges of other residents. Individuals whose behavior violates these expectations may be subject to disciplinary action and/or removal from Criswell College or Criswell Housing. If behaviors present an imminent threat to self or others, or represent an egregious and willful affront to the rights of others, the student may be removed without prior notice.

#### Curfew

Curfew is set at 12:00 am from Sundays to Thursdays and at 1:00 am on Fridays and Saturdays. After curfew, students are not permitted to mingle on the first floor, including stairwells, patio, or fountain area. However, they are allowed to leave the building for off-campus socializing. Furthermore, same-gender mingling is permissible in students' rooms after curfew, and failure to adhere to this rule may lead to consequences.

### **Moving**

A resident's refund of the Housing Deposit is contingent upon a proper move-in & move-out process that is approved by the Director of Housing.

Housing Students must follow all aspects of moving-in & moving-out as dictated by the Housing Office. Details of the specific move might vary per context, staffing, or other variables. Nonetheless, Housing Students are expected to communicate proactively with the Housing Office with a

### **Finances**

#### Application and Deposit Fee

New applicants must submit a \$25 application fee and \$100 housing deposit at the time of application. The application is not considered complete until all items are turned in. The housing deposit is held as security against any property damage during a student's stay in Criswell College housing. It is refunded upon a satisfactory check-out.

Placement in housing is dependent upon room availability. If Criswell College is unable to place a student in college housing, the housing deposit will be refunded in full. Students will also receive a full refund of the housing deposit if they cancel their application before signing a contract. If the student chooses to decline available housing, the housing deposit will not be refunded.

The housing deposit will be returned at the end of the resident's contract period once the following has been done:

- Contract period has been completed.
- Residents have submitted a 60-day written *Notice of Intent to Vacate* form.

- Resident has paid the final housing payment (the deposit may not be used for the final rental payment).
- Residents have completed a satisfactory walk-through with the RA.
- Dorm is checked for damages from the Housing Office representative.

The housing deposit will not be returned in full unless all of the above procedures are completed and no damage is found. If any outstanding housing charges are not paid by the specified due dates, the student's records will be encumbered (i.e. the student may not register for or attend classes, obtain academic records, or receive a degree). Requests for refunds must be made in writing. The Housing Office will process the refund request and any amount remaining from the deposit will be returned to the student in the form of a check which will be mailed to the student's address. The refund process is generally completed within 30 days.

#### Housing Payments

Housing Charges are made in two semester payments, one applied in fall and one applied in spring. Payments can be made in one of two ways: the fall payment must be made on or before August 1 and the spring payment must be made on or before January 1 *OR* through the Payment Plan. Residents who desire to be on a Payment Plan must request a Payment Plan before they sign the housing contract. Residents who do not opt for a Payment Plan and do not meet the semester payment schedule on or before the 3rd day following the due date of payment will be immediately subject to the Payment Plan. There will be a \$200.00 fee applied to the resident's account if the Housing Office must put a resident on the Payment Plan during either the fall or spring semester.

Residents whose payment is past due 60 days or more will receive a *Notice to Vacate* form explaining the reason, issued by the Housing Coordinator. Upon receipt of notice, the property must be vacated within ten calendar days. *Eviction from student housing does not constitute a forgiveness of the obligation and the student remains liable for unpaid balance owed to Criswell College.* If the final payment is not submitted by the closing of fall or spring semester, a hold will be placed upon the student's account until the total balance is paid.

#### Late Fees

Residents who request a payment plan will be subject to the following fee. A late payment fee of \$35.00 will be assigned to the student's account if the payment is not received.

#### Cancellation

The student may request cancellation of the contract at any time; however, all payments made on the contract will be forfeited. Failure to pay the total amount due until the contract term ends or until the apartment is filled will result in a hold placed on the student's account or diploma, whichever is more appropriate, and the total amount due will be transferred to the departing resident's Student Account for collection.

#### Notice Requirements and Vacating

Sixty days prior to the expiration of this contract, the resident must sign a new contract or submit a completed *Notice of Intent to Vacate* form. Failure to give 60 days written notice will result in the forfeiture of the student's housing deposit. Residents withdrawing from Criswell College prior to the end of the semester must vacate their rooms within 24 hours after the official withdrawal date. All rooms will be inspected as prescribed by the check-out policy for damages and cleanliness. Failure to abide by proper check-out procedures will result in forfeiture of the housing deposit plus any additional charges.

#### Renewal of Contract

Residents who have a history of late rental payments in a contract period will not be able to renew his/her contract at the end of the current contract period. Students may not renew their contract if they have been placed on any form of probation since the execution of the current contract, and if that or any other form of probation remains in force at the time of the signing. Criswell College reserves the right to deny housing in subsequent semesters to students who fail to meet the terms and conditions as outlined herein.

### Extenuating Circumstances

If students feel they have an extenuating circumstance they must submit a formal letter explaining their situation and add any documentation which would be helpful in supporting their case.

Please note that we review each release request on a case-by-case basis and will approve or deny the request based on the release application and supporting documentation submitted. For more information, email [mjackson@criswell.edu](mailto:mjackson@criswell.edu).

## **Emergencies**

Emergency Defined: Any failure which if not taken care of immediately will cause damage to property, compromise security, or inflict bodily injury.

Emergency Process: All Housing Students will be alerted of an emergency via text message by the Housing Office.

### Weather Safety

#### Right to Entry and Search

Criswell College reserve the right to enter apartments at any time they see fit and particularly for the following reasons:

- Apartment condition evaluations
- Periodic inspections
- Safety checks
- General maintenance and repairs
- College policy violation investigation
- Perceived emergency
- Housing tours for potential residents

### Resident Discipline

Conditions and terms of resident discipline will be determined on a case-by-case basis. Some disciplinary actions may include restitution, reconciliation, counseling, campus service, fines, withholding school records, and avoidance agreements.

Disciplinary actions are issued under the following guidelines:

1. All disciplinary actions issued will be in proportion to the nature and degree of the infraction.
2. All disciplinary actions issued will be administered impartially.
3. All disciplinary actions issued will be determined, decided and administered in a spirit of Christian concern with compassion for the offender.
4. All disciplinary actions are redemptive toward the offender and designed to produce a positive campus environment.

All residents on disciplinary status are held responsible to fulfill any financial obligations to the institution. The Housing Office maintains all resident's conduct/deportment records. Such records are the property of the college and not open to public access. Notices of disciplinary actions are copied and filed within a resident's housing record and may be filed within the student's academic records.

### Sexual Harassment

Criswell College has a moral, educational, and legal obligation to provide an environment for learning and working free of sexual harassment and assault whether by members of the same or opposite gender. Any form of verbal or physical sexual harassment is not only inconsistent with Christian living but also deemed as illegal gender discrimination according to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

In the event of a sexual assault, victims are strongly encouraged to report the incident and preserve any physical evidence as proof of the assault. It is also recommended that victims seek medical treatment as soon as is reasonably possible. The campus office authorized to deal with sexual offenses is Campus Police or the Vice-President of Student Affairs, and both will assist the victim if requested. When contacting one of these offices, victims will be given specific information that explains how to bring formal charges against the offender. However, victims should be aware that reporting the incident does not mean that they must make an official police report. Referrals to other community support services will be made when appropriate. Criswell College may change a victim's academic or living situations if changes are requested and are reasonably available.

Campus disciplinary procedures may also be taken against accused individuals, but the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both will be informed of the outcome of any such proceeding. Upon a final determination, accused individuals may be suspended or permanently dismissed from the college.

### Sexuality

Criswell College promotes a lifestyle consistent with biblical teaching: sexual intercourse is a gift from God to be enjoyed within a married, monogamous, heterosexual relationship. Sexual intercourse is not allowed on Criswell College campus housing, including its common areas (e.g. balconies, stairwells). Furthermore, students engaging in unbiblical sexual activity, inappropriate displays of affection, lewd and indecent language or conduct will be subject to disciplinary action.

### Pornography

Human beings bear God's image and thus have great significance and worth. Pornographic materials reduce human beings to mere physical objects to be exploited. Therefore, we do not permit any type of pornographic material to be used, possessed, or distributed on campus or in Criswell Housing. This includes the use of college computers and internet access to view pornographic sites. Inappropriate internet use may result in disciplinary action, including dismissal and/or suspension.

### Drugs, Alcohol, and Smoking Policy

Criswell College Housing is a drug-free, alcohol-free, and tobacco-free campus. The use, possession, consumption, sale, manufacture, or delivery of illicit drugs and narcotics, including marijuana and drug paraphernalia, is prohibited by law and college regulation. The possession, use, and distribution of tobacco products on campus are prohibited. The possession, use, and distribution of alcoholic beverages are prohibited by college regulation and underage drinking laws shall be enforced. Possession of any of these items can result in disciplinary action and possibly even criminal charges being filed. The use or possession of electronic cigarettes or vaporizers is prohibited. Any student or staff member who observes an individual in possession of any of the above-mentioned items on campus should contact Campus Police immediately.

The SSO offers referral services to rehabilitation programs or to long-term individual therapy sessions for drug and substance abuse if needed.

### Pets

No pets are allowed in Criswell College housing including animals, insects, spiders, rodents, fowls, fish, and reptiles. Stray animals or wildlife, except birds, may not be fed from any part of the housing areas. All exceptions must be approved by the Residence Director.

### Weapons

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun) and Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun) a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter the property with a concealed or openly carried handgun. The possession of firearms, toy guns, fireworks, explosives of any nature, and any instrument designed as a weapon of aggregation is prohibited in the campus housing. Knives that are not specified as "kitchen knives" are prohibited if they are longer than four (4) inches. The only exceptions to this are for authorized law enforcement. Possession of any of these items can result in disciplinary action and criminal charges being filed. Any student or staff member who observes an individual in possession of any of the above-mentioned items on campus should contact Campus Police immediately.

### Health and Wellness

Criswell College proactively addresses student health concerns and partners with licensed professionals and provides referrals, as needed. If a student exhibits behaviors that indicate he or she may self-inflict harm (e.g. eating disorder patterns; substance abuse; suicidal statements, gestures and/or attempts) or harm others (e.g. violent statements and/or actions), Criswell College may intervene to protect the individual's well-being as well as the Criswell College community.

Additionally, Criswell College reserves the right to refer a student for a psychological, psychiatric or alcohol/drug evaluation as a prerequisite to continue attending classes and residing in Criswell Housing. In such cases, results are used to determine a mutually beneficial course of action for the student and his/her residential community.

### Hazardous, Illegal, or Prohibited Items

Residents will be held responsible for any policy violations by their guests. *Any resident or student who was present when a violation occurred may be subject to disciplinary action even though he or she did not actively participate in the offence.*

Prohibited items found will be confiscated and appropriate disciplinary action will be taken. Each of the following is prohibited in college housing:

- Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits, or other safety equipment
- Possession of weapons, including but not limited to knives (as specified above), explosives, fireworks, firearms, or ammunition
- Possession or storage of a gas engine or any form of combustible fuel in the apartment building
- Possession of automobile batteries not in use of vehicle
- Possession of homemade or modified electrical wiring
- Possession of alcohol containers (full or empty)
- Possession of traffic and street signs
- Possession, use, or distribution of an alcoholic beverage
- Possession, use, or distribution of an illegal or controlled substance and/or related paraphernalia
- Smoking or possession of smoking devices including electronic cigarettes or vaporizers
- Keeping pets or animals
- Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member of the residence building community or the regular operation of the college
- Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the residence building community or the regular operation of the college
- Any harassment or abusive behavior toward another individual
- Physical violence, actual or threatened, against any individual or groups or persons
- Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property, or oneself
- Participating in or contributing to the unauthorized entry of another individual, including fraudulent

- misrepresentation, using false identification, etc., into any part of a residence building
- Theft, vandalism, or damage to another resident's property or college property
- Unauthorized possession, use, or duplication of an apartment key
- Unauthorized residence building room change
- Installing an unauthorized residence lock on any door
- Failure to comply with an administrative request from a member of the Criswell College staff

#### Vandalism, Trespassing, and Other Property Destruction

Vandalism, including but not limited to: marking or defacing walls, floors, ceilings, or other surfaces; tampering with any equipment, appliances or fixtures. Littering is also prohibited. The use of any facility or area for activities other than its intended purpose is considered trespassing and is prohibited. Students engaging in vandalism, misuse of facilities, and/or trespassing may face criminal prosecution in addition to college judicial action.

Criswell College considers using an unassigned space without permission trespassing. Entering any restricted college housing areas without authorization (e.g. mechanical rooms and roofs) is prohibited.

#### Hazing

Criswell College does not tolerate hazing. Any student found guilty of hazing becomes subject to disciplinary action up to and including college suspension and/or criminal charges.

#### Administrative Policies

The premises of all policies and regulations for housing are an individual's responsibility and for the mutual respect of fellow students. The assumption is that students in campus housing are Christian adults in residence at a Christian institution. Also, policies are formed to assist in providing an atmosphere in which the welfare of the student is both affirmed and preserved. In this sense, all guidelines are restrictive in that they help to protect property and maintain a positive setting for all students in an environment wherein facilities, equipment, and space are shared.

#### Phone Numbers

##### On-Campus

- **Student Services:** 214-818-1332
- **Financial Aid:** 214-818-1393
- **Business Office:** 214-818-1315
- **Registrar:** 214-818-1303
- **Wallace Library:** 214-818-1348
- **DTS Bookstore:** 214-887-5110
- **Criswell College Police:** 214-818-1333
- **DTS Campus Police:** 214-887-5590

##### Off-Campus

- **AT&T U-Verse:** 887-999-0788
- **TX Dept. of Public Safety:** 214-651-1859
- **Voter Registration:** 214-653-7871
- **Dallas Morning News:** 214-745-8383
- **Dallas Public Library:** 214-670-1400
- **Dallas Regional Chamber:** 214-746-6600
- **SuperShuttle:** 800-258-3826
- **National Poison Center:** 800-222-1222

- **D.A.R.T.:** 214-979-1111
- **Weather:** 214-787-1111
- **Public Storage:** 800-688-8057

## **Student Handbook Agreement Form**

I have read and agree to be governed by the policies and guidelines of the 2023- 2024 Student Housing Handbook:

Student's Signature\_\_\_\_\_