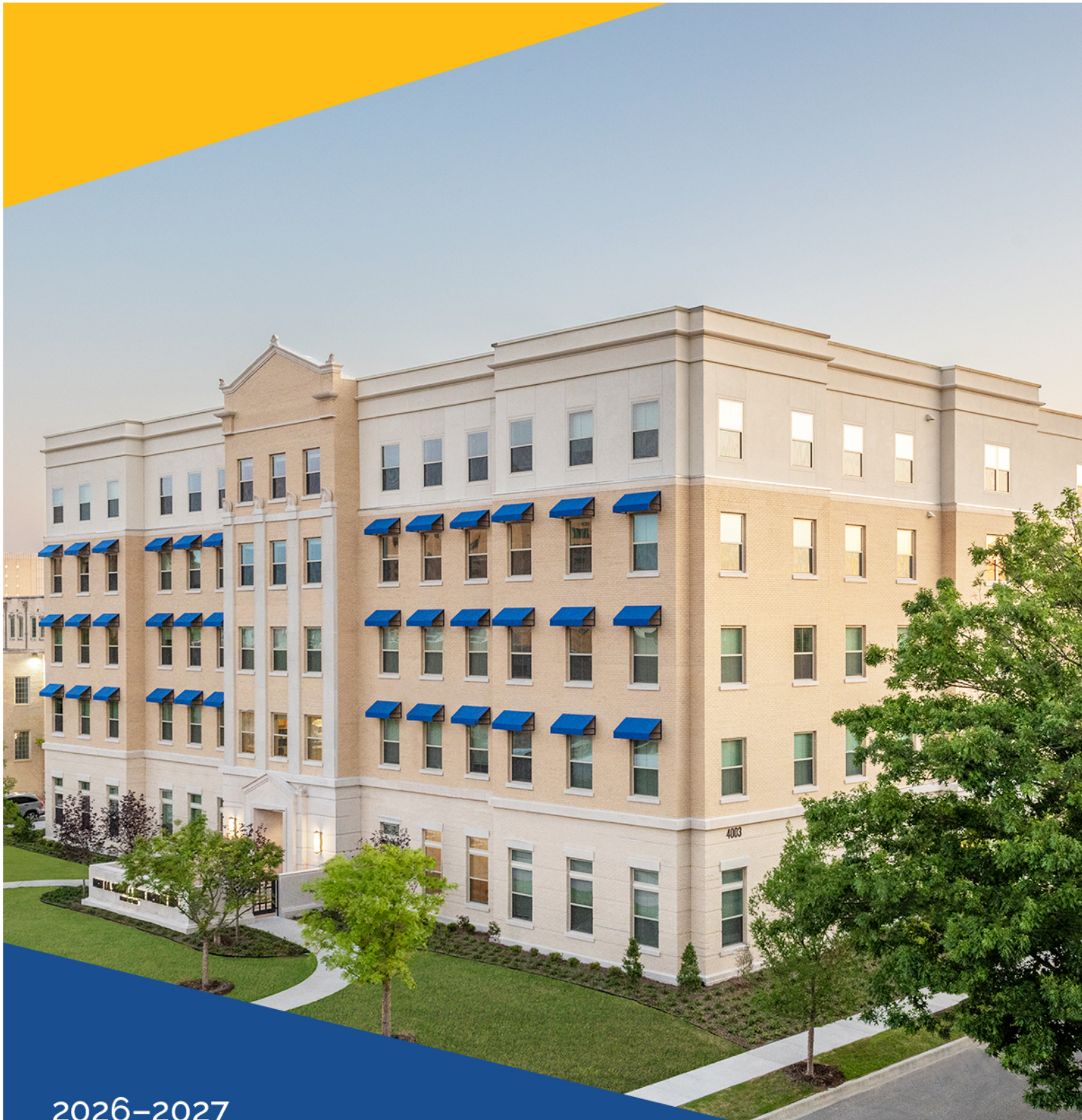




2026–2027

Student Housing Handbook

CRISWELL
COLLEGE



Mission Statement and Goals

The Criswell College Housing Office ("Housing Office") aims to offer safe, comfortable, and affordable on-campus living arrangements for undergraduate students while cultivating an environment that supports their overall growth and well-being. This purpose is consistent with and improves 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 fosters a community within which students develop stronger social skills, self-awareness, cultural understanding, and spiritual maturity. The metropolitan context of Criswell's location offers unique opportunities for community service, cultural engagement, and strategic partnerships.

The goals of the Housing Office are to consistently provide:

- Students housing in a secure environment that is suitable for residing, along with social interaction;
- A biblical environment that enhances the students' intellectual, social, professional, and spiritual development; and
- Accessible policies and procedures that enable the organization and management of Criswell Housing.

Operations Personnel Information

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Eligibility & Terms of Occupancy

Students are eligible for on-campus housing if they are fully admitted, degree-seeking students at Criswell College (the "College"), taking a minimum of twelve hours per semester for undergraduate students. All students must be at least seventeen (17) years old and no older than thirty (30) years old at the time of their initial housing application, unless they have been approved by both the VP of Student Affairs and VP of Operations, to live on campus. Students who surpass age thirty (30) while actively enrolled and completing their degree may remain in housing until graduation, provided they remain in good standing. Students must be cleared financially by the Financial Aid and Student Accounts Departments. Students must abide by the Student Code of Conduct. Failure to meet any of these requirements, among others, may jeopardize a student's ability to reside on campus and could lead to the issuance of a Notice to Vacate.

Students must be in good standing with all College offices, with no holds on their student account, in order to qualify to enter a housing agreement, and remain in good standing 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 satisfy the requirements of that hold as soon as possible.

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

Criswell Housing residents acknowledge that student housing is educational in nature and remains subject at all times to the authority, policies, operational needs and disciplinary processes of the College.

Waivers

If the resident student has less than twelve hours remaining in his/her degree program at the College, they must notify the Housing Office during the registration period. If the resident student plans to finish his/her degree earlier than the end date of the housing agreement, he/she must contact the Housing Office. The twelve-hour enrollment requirement may be waived, provided the resident student 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 housing agreement obligations will be allowed to stay in Criswell Housing for his/her agreement license 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 eligibility qualifications, the Housing Office reserves the right to issue a Notice to Vacate. The list of qualifications is not limited to what has been previously detailed. The Director of Housing, the Vice President of Finance & Operations, the Vice President of Student Affairs, the Dean of Students, and/or the Student Development Committee will handle all eligibility cases.

Community Rights and Responsibilities

Criswell College resident students possess both rights and responsibilities. If these

responsibilities are not being upheld and others' rights are being compromised, a resident student may face disciplinary action and/or removal from housing.

Each resident student has the right to:

- Receive written copies of Criswell Housing policies that govern individual and group behavior.
- Expect respect and personal property safety.
- Study without interference.
- Be free from intimidation and harassment
- Access to staff for 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 resident student 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 criminal activity.
- 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.

Routine Cleaning

The College expects resident students to perform the following apartment cleaning tasks regularly:

- 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.

Community Kitchen, Laundry Room, and Trash Room

Each resident student is responsible for cleaning up after themselves when they use community spaces. At the beginning of the semester, the Resident Assistant for each floor will create a rotating cleaning schedule for each week of the semester. Cleaning responsibilities for the kitchen, laundry room, and trash rooms will be assigned to a specific unit each week. Failure to clean these areas will result in a warning for the entire floor. If the floor continues to fail after the initial warning, the Director of Housing will conduct an investigation, and a charge of \$35 will be imposed on all the resident(s) found to be responsible.

Visitors

The College maintains an open door for Criswell friends and family. Resident students are reminded to treat our visitors with respect and courtesy as is befitting the body of Christ. Occasionally, a resident student may bring family members or same-gender friends to visit their place of residence. If the protocol is followed, these visits are welcomed and encouraged.

Day Visitors:

- Visitor Registration
 - All visitors must sign in using the iPad located in the Courtyard Foyer upon arrival.
 - The Housing Office will receive an email once a sign-in has been submitted.

- Hosts are responsible for their visitors and must always accompany them.
- Guest Limits
 - General Limit: Each resident is allowed to host a maximum of two visitors at a time.
- Opposite-Sex Visitors:
 - Residents may host up to one opposite-sex visitor at a time.
 - Visits by opposite-sex guests are restricted to common areas only and are not permitted in individual rooms.
 - If a resident student wants to take an opposite-sex visitor to “see” their unit, the visitor must be pre-approved at least twenty-four (24) hours in advance by the Director of Housing, and an employee of the College must be present to monitor.
 - Opposite-sex visitors are only permitted to remain in a student’s apartment for up to thirty (30) minutes, except for the cases of move-in and move-out.
 - Opposite-sex visitors are not allowed to stay overnight.

Overnight Guest:

- Guest Registration
 - Advance Notice: Residents must receive pre-approval from the Director of Housing for their guest to stay twenty-four (24) hours before the anticipated arrival date.
 - How to Request: The registration process requires the resident student to email their guest’s full name, contact details, and a copy of a valid state ID to housing@criswell.edu. The Director of Housing will review your request and respond with an approval or denial. Your request should not be considered approved until you receive an approval email.
 - All overnight guests must sign in at the iPad located on the lobby’s dormitory counter upon arrival.
- Eligibility and Limits
 - Resident Eligibility: Only residents in good standing with the dormitory are eligible to host overnight guests.
 - The Resident must give at least twenty-four (24) hour notice by email to housing@criswell.edu, including a picture of the prospective guest’s driver’s license and contact phone number. The guest is not approved until the resident receives an email approval from the Housing Office.
 - Guest Limit and Frequency: Residents can host up to three overnight guests per month. Residents can host one guest for three consecutive nights or up to three guests on three different nights. The maximum number of days each resident can host a guest is three overnights in a calendar month. A guest may only stay with one resident living in Lance’s Hall in a calendar month. There must be at least ten (10) calendar days between stays. As the representative of the Housing Office, the Director of Housing reserves the right to decline guests who do not meet community standards outlined by the institution.
 - Roommate approval: If you are in a double-bunked room, you must obtain written permission from your roommate to have an overnight guest. The roommate has the right to refuse a guest. If, at any time during your guest’s stay, your roommate becomes uncomfortable with your guest, the roommate has the right to contact the Housing Office to submit a request to have the guest removed.
 - No guests will be permitted to stay overnight during the first week of the semester, during mid-term weeks before and after spring break, or the last week of the semester during final exams.

- Age eligibility: Children ages 0-16 are only permitted in the Residence Hall if accompanied by a parent or guardian, including the first-floor common spaces or inside apartments. We aim to provide all resident students with a profitable environment and protect children. Children under 18 years of age are not permitted to stay overnight on campus. No one over 30 years of age is permitted to stay overnight in the dorm unless they are a parent, guardian, or immediate family member of the same gender as the resident requesting a guest overnight stay.

The host is fully responsible for the behavior of their guests and ensures they adhere to all dormitory policies. The host must always accompany their guest while in the dormitory. The host will be held accountable for any damage or disruption caused by their guest.

Guests must respect the privacy and comfort of other dormitory residents. Noise levels should be kept to a minimum, especially during quiet hours. Guests are only allowed in the host's room and designated common areas. They are not permitted to enter other residents' rooms or use shared facilities without permission. Opposite-sex guests are not permitted to stay overnight. Guests are not allowed to possess the host's keys or access cards. The host must ensure that the guest does not enter the dormitory without accompaniment.

Any security concerns or violations should be reported immediately to the Housing Office or campus security. Any violation of the overnight guest procedure may result in the guest being asked to leave the dormitory immediately. Repeated violations by a resident may lead to disciplinary action, including the loss of guest privileges or other penalties. Guests should be informed of emergency exits and procedures by the host. In case of an emergency, guests must follow all instructions from Housing Staff and emergency personnel.

The Housing Office reserves the right to amend this procedure at any time. Residents will be notified promptly of any changes. This procedure ensures that hosting overnight guests is managed in a way that upholds the safety, comfort, and community standards of the Residence Hall.

Quiet Hours

To maintain mutually respectful neighbor relations, the 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. The Housing Office, in coordination with the Dean of Students, will interpret disciplinary measures for such a violation.

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 the 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

A curfew for shared common spaces such as the common areas on the 1st floor, fitness center, stairwells, patio, and courtyard is in place. Curfew is set at 12:00 am from Sundays to Wednesdays and at 1:00 am on Thursdays to Saturdays. After curfew, students are not permitted to mingle in these areas. However, they are allowed to leave the building to socialize off-campus. Furthermore, same-gender mingling is permissible in students' rooms of the same sex after curfew. Failure to adhere to this rule may lead to disciplinary action.

Emergencies

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

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

Weather Safety: Weather conditions in North Texas can change rapidly. In case of an emergency, the Housing Office will monitor all weather alerts received and will make appropriate decisions to ensure the students' safety.

Right to Entry and Search

The College reserves the right to enter apartments at any time they see fit, 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

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 resident student's stay in Criswell Housing. It is refunded upon a satisfactory check-out at the end of a resident's final housing agreement period.

Placement in housing is dependent upon room availability. If the College is unable to place a student in Criswell 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 housing agreement. If the student chooses to decline available housing after signing a housing agreement, the housing deposit will **not** be refunded.

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

- The housing agreement period has been completed.
- Resident has submitted a 30-day written Notice to Vacate form.
- Resident has paid the final housing payment (the deposit may not be used for the final rental payment).
- Resident has completed a satisfactory move-out (white-glove) inspection with the Director of Housing.
- The dorm is checked for damage by the Director of Housing.

The housing deposit will not be returned in full unless all the above procedures are completed, and no damage is found. 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 forwarding address. The refund process is

generally completed within thirty (30) days.

Primary Residence Requirement

Criswell Housing must be a student's primary place of residence during an agreed term. This means that the student must live in Criswell Housing more than 50% of the time. If it becomes clear that Criswell Housing is not the student's primary residence, the student may forfeit his/her place in housing without a refund. Students who receive institutional scholarships for housing must live in housing for more than 50% of the time. If it becomes clear that Criswell Housing is not being utilized as the student's primary residence, the student may also forfeit his/her housing scholarship and be responsible for reimbursing housing fees for that period and/or for future housing period fees.

Mid-Year Use Agreement Clause:

If a resident student completes the Fall semester and does not wish to return to the College for the Spring semester, or drops below full-time for academic reasons, the student will be permitted to terminate their Use Agreement without penalty if the following process is completed:

- Resident has submitted a 30-day written Notice to Vacate form.
- Resident has paid the final housing payment for the semester (the deposit may not be used for the final rental payment)
- Resident has completed a satisfactory move-out (white-glove) inspection with the Director of Housing.
- The dorm is checked for damage by the Director of Housing.

Housing Payments

Housing charges are made in two-semester payments, one applied in the fall and one applied in the spring. Payments can be made in one of two ways: paid in full before move-in, OR through the payment plan with the Student Accounts Office.

Residents whose payment is past due sixty (60) days or more will receive a Notice to Vacate form explaining the reason, issued by the Director of Housing. Upon receipt of notice, the property must be vacated within three (3) calendar days. Eviction from Criswell Housing does not constitute forgiveness of the financial obligation, and the student remains liable for the unpaid balance owed to the College. If the final payment is not submitted by the closing of the fall or spring semester, a hold will be placed on the student's account until the total balance is paid.

Late Fees

Residents with a Housing Payment Plan with Student Accounts will be assigned a \$35.00 late fee to the student account for any payment not received by the 3rd of each month.

Cancellation

The student may request cancellation of the housing agreement at any time; however, all payments made on the housing agreement will be forfeited. Failure to pay the total amount due until the housing agreement 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

Thirty days prior to the expiration of this housing agreement, the resident must sign a new housing agreement or submit a completed Notice of Intent to Vacate form. Failure to give thirty (30) days written notice will result in the forfeiture of the student's housing deposit. Residents withdrawing from the College before the end of the semester must vacate their rooms within twenty-four (24) hours after the official withdrawal date. All rooms will be inspected as prescribed by the check-out policy for damage and cleanliness. Failure to abide by proper move-out procedures will result in forfeiture of the housing deposit plus any additional charges.

Renewal of Housing Agreement

Residents who have a history of late rental payments in an agreement period will not be able to renew his/her agreement at the end of the current agreement period. Students may not renew their agreement if they have been placed on any form of probation since the execution of the current agreement and if that or any other form of probation remains in force at the time of the signing. The 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 that would help support their case to the Director of Housing.

Please note that each release request is reviewed on a case-by-case basis and will be approved or denied based upon the release application and supporting documentation submitted. For more information, email dcarpenter@criswell.edu.

Maintenance and Repairs

Maintenance Work Orders

Any maintenance request orders will be submitted by email to 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 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 encompasses any process necessary throughout the building to maintain equipment, resolve system issues, or provide routine services, such as pest control. In this case, a notice will be communicated 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.

Moving

A resident refund of the Housing Deposit is contingent upon a proper move-out process that is approved by the Director of Housing in association with the Business Office.

Residents 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, residents are expected to communicate proactively with the Housing Office. This includes completing a Notice to Vacate, giving at least thirty (30) days' notice to the Housing Office, and successful completion of a White Glove move-out Inspection. If a resident has completed their course of study, the Housing Deposit Refund Request form must be completed and turned into the Student Accounts Office.

Personal Conduct & 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, and avoidance agreements. The Director of Housing will act as a mediator in matters of residential disputes. This includes collecting written and verbal complaints, concerns, and feedback, and

working to resolve any internal conflict in compliance with the guidelines of the College. The Director of Housing will report information to the Dean of Students on any matter that cannot be resolved internally and all direct violations of the College's policy. The Dean of Students oversees all student disciplinary matters.

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.

Resident conduct is governed by institutional disciplinary procedures and violations of College policy may result in:

- disciplinary action;
- reassignment;
- restriction of housing privileges;
- interim suspension from housing;
- termination of this Agreement; or
- removal from campus housing.

The College may take interim or emergency action before completion of disciplinary proceedings when deemed necessary for safety, security, or institutional interests.

All residents on disciplinary status are held responsible for fulfilling any financial obligations to the institution. The Student Services Office maintains all residents' 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.

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.

Drugs, Alcohol, and Smoking Policy

Criswell Housing is a drug-free, alcohol-free, and tobacco-free campus. This includes the use of smokeless tobacco products, electronic cigarettes, or vaporizers. The use, possession, consumption, sale, manufacture, or delivery of illicit drugs and narcotics, including marijuana and drug paraphernalia, is prohibited by law and college regulations. The possession, use, and distribution of tobacco products on campus are prohibited. The possession, use, and distribution of alcoholic beverages are prohibited by college regulations, 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 possession, use, or distribution of tobacco products, including cigarettes, smokeless tobacco, electronic cigarettes, or vaporizers, is prohibited. Any resident, student, or staff member who observes an individual or possession of any of the above-mentioned items on campus should contact Campus Police immediately.

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

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 offense.

Prohibited items found will be confiscated, and appropriate disciplinary action will be taken. Each of the following is prohibited in Criswell 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 in a 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 unauthorized 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 residential 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 College staff

Hazing

The 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.

Health and Wellness

The 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), the College may intervene to protect the individual's well-being as well as the Criswell College community.

Additionally, the 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.

Pets

The College does not permit pets in the Residence Hall, including animals, insects, spiders, rodents, fowl, fish, and reptiles. A pet is defined as a domesticated or tamed animal that would normally be expected to belong to someone, whether or not there is any acknowledged ownership. Stray animals or wildlife, except birds, may not be fed from any part of the housing areas. Assistance animals are permitted in the Residence Hall and are not considered pets. In compliance with the Americans with Disabilities Act, service animals are permitted. A service animal is defined as a guide dog, signal dog, or other dog that is individually trained to perform work or tasks for an individual with a disability. In compliance with the Fair Housing Act, emotional support animals are permitted on a case-by-case basis. An emotional support animal is defined as any animal that provides emotional support, alleviating one or more symptoms or effects of a person's psychiatric disability. All requests for emotional support animals are reviewed by the Director of Student Success, Director of Housing, and Chief of Police.

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.

Sexual Harassment

The College is committed to maintaining a residential community that reflects Christian character in accordance with the values of the College and with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 to provide an environment free from sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

All matters involving sexual misconduct are governed by the College's Title IX Policy and Procedures, which apply to students, employees, and third parties and supersede any related provisions in this Student Housing Handbook. The Title IX Policy defines prohibited conduct, outlines reporting options, and establishes the applicable grievance and appeal processes in compliance with federal law.

Students are encouraged to report incidents of sexual misconduct as soon as possible and may choose whether or not to make a report to law enforcement. Reports may be made to the College's Title IX Coordinator, Campus Police, or through other reporting channels identified in the Title IX Policy.

While campus disciplinary procedures may be taken against accused individuals, 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.

Retaliation against any individual for reporting sexual misconduct or participating in a Title IX process is strictly prohibited.

For complete information, including definitions, reporting procedures, confidentiality, and grievance processes, students should consult the Title IX Policy, available on the College's website.

Sexuality

The 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 in the Residence Hall or anywhere on campus, including public common areas such as the stairwells, fitness center, courtyard, and patio. Any residents engaging in unbiblical sexual activity, including excessive Public Displays of Affection (PDA) or Inappropriate Displays of Affection (IDA), lewd and indecent language, or conduct inconsistent with the policies of the College, will be subject to disciplinary action by the Dean of Students. Furthermore, this conduct can result in the eviction of residents by the Criswell College Housing Department.

The Housing Office defines Public Displays of Affection and Inappropriate Displays of Affection in this way: PDA—Public Displays of Affection are defined as a physical or verbal act of intimacy between individuals in a public setting, including, but not limited to, holding hands, hugging, kissing, cuddling, suggestive verbal communications, or any other behavior that could cause others to become uncomfortable. IDA – Inappropriate Displays of Affection on campus is defined as intimate physical contact in public spaces, including but not limited to prolonged kissing, fondling, groping, verbal communication of a sexual nature, or intercourse in a public space.

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 is prohibited. 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.

The 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.

Weapons

Under 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 aggression is prohibited throughout the campus, including in Criswell Housing. Knives that are not specified as "kitchen knives" are prohibited if they are longer than 5.5 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.

Property

Room Furnishings

All provided furnishings must remain in their assigned areas at all times.

ID Replacement

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

Utilities

- Electricity and Internet are included in the monthly cost.
- Laundry is paid through the CEC Laundry app. The cost is currently \$2.50 to wash and \$2.00 to dry, but prices are established by an outside vendor and are subject to change. Washers and Dryers are located on every floor.

Trash and Garbage

Trash chute(s) are located on each floor. Residents are required to use the provided trash bags to double-bag trash before inserting it into trash chutes. Bulk trash and glass items are not permitted to be sent down the trash chutes and must be placed in the dumpster. Small cardboard boxes should be broken down and placed in the recycling bin. Residents who leave trash in the hallway or trash room will incur a fee of \$25.

Pest Control

If a resident finds indications of a pest problem, they must alert the Housing Office immediately. In association with the Director of Housing, the Director of Facilities will interpret whether the resident(s) or the College will cover the cost. While the College normally covers the cost of pest remediation, residents will be financially responsible if/when the pests are due to unreported water leaks or negligence in maintaining a clean environment. Associated remediation fees will be deducted from the resident's security deposit with any excess amount above the security deposit charged to the resident's student account. Prolonged delay in reporting a pest concern will likely result in increased remediation costs and potential charges to the resident.

Sewage

Criswell Housing covers regular 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, it can easily clog municipal systems.

Mail and Packages

Upon moving in, each student will be assigned a mailbox and given a mailbox key at the beginning of the semester. Failure to return the mailbox key will result in a \$20 replacement fee. Mail may be sent to the following address:

Legal Name
4003 Junius St #___ (mailbox number)
Dallas, TX 75246

Apartment Décor

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

Small nails, hooks, or push pins may be used to hang pictures and other light wall decorations. The following are not permitted:

- Wallpaper, contact paper, or borders
- Command Strips
- Stickers of any kind
- Nails over 1 in in length
- Screws with or without anchors
- 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

If residents have any questions about the use of a decoration not mentioned, please consult the Housing Office prior to installation. Fees will be assigned to the resident(s) immediately upon discovery of any alterations requiring repair to return the apartment to its original, proper condition. Upon move-out, the cost of any repairs associated with improper apartment alteration(s) or care will be deducted from the security deposit with any excess amount above the security deposit charged to the resident's student account.

Common Areas

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

Upkeep of Property

Residents 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

Hallways, entrances to apartments, and utility closets must be clear and accessible at all times. A welcome mat and one small decorative item may be placed outside apartment doors in the hallway, provided they do not obstruct access to the entrance or utility closets. Approved items include, but are not limited to, a small table (no larger than 24 inches in length and 18 inches in width) or a welcome sign. Large items, or items that protrude into the hallway, are not permitted. The College is not responsible for lost or stolen property left in the hallway.

Room Checks

Room Checks will be performed on Monday or Tuesday at 8:00pm by the Resident Assistants. An inspection checklist will be provided at both Fall and Spring Orientations. The Resident Assistant will follow the list during room checks. If something isn't clean, the student will be issued a verbal warning and given 24 hours to remedy the issue. A second inspection will be conducted 24 hours later. If the issue persists, the student will receive a written warning via email from the RA with Director of Housing Cc'd. A third inspection will be conducted by the Director of Housing 24 hours later. If the room is found not to be in compliance, a fine of \$35 will be issued and the student will be subject to disciplinary review by the Dean of Students and/or Student Disciplinary Committee. If a student receives more than three verbal warnings from the RA in one semester, the resident's subsequent warnings will automatically be written warnings, and the student will be subject to disciplinary measures. Continuous violations may result in eviction from the Residence Hall.

- 1. Declutter:** Clothes must be properly stored on hangers in the closet or dresser. Dirty laundry must be stored in a proper laundry basket. Declutter room of trash and debris.
- 2. Dust:** Doors, door frames, baseboards, cabinets, other surfaces, including TVs, table décor, and wall art.
- 3. Wipe down and/or deep clean:** Inside and outside of refrigerator, cabinets, drawer, kitchen and bathroom sinks, Inside and outside of the microwave, tables, chairs, and other surfaces, baseboard, toilet, shower/tub, mirror, sweep/mop floors (vacuum area rugs if applicable), Windowsills, and Remove any stains from furniture items.

Move-Out

Upon move-out, the Housing Office will conduct a white glove inspection. This will be an in-depth room check completed with the Director of Housing, Housing Associate, and/or Resident Assistant. If the resident does not successfully complete a move-out (white glove) inspection, they will be charged a \$300 cleaning fee and have a hold placed on their account until it is paid in full. Any additional damages will cause a loss of their deposit, and if cost of repair exceed the deposit balance the extra cost will be charged to the resident(s) student account(s).

Rooms

Move-In Process

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

Since residents are responsible for the condition of their room, the common area, the 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 if the student is not responsible for the damage or discrepancy.

At move-out, the condition of the room will be compared with the information noted on the ICR at the time of move-in. Any damage not declared on the form will be the responsibility of the resident and will be deducted from the student's deposit. Any damage fees over and above the deposit will be placed on the student's account with a Financial Hold until the fees are paid. If the resident is planning to live in Criswell Housing the following Academic Year and the deposit has been fully utilized for damages, another deposit will be required before the start of a move-in in the following semester. All remaining deposit balance will be rolled over to the next academic year for continuing students. Residents are expected to return their room to its original opening condition or pay damages for deficiencies that are present at move-out.

Residents will be held responsible for any and all damage 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 the damage is in a bedroom, the bill will be billed to the two residents living in that room. Residents will be charged for the 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 the 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 damage that exceeds 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 in 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 registration

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

Room Assignments

The College admits students who are Christians of good character, without regard or reference to race, national or ethnic origin, color, age, disability, or sex (except where regard to sex is required by the College's religious tenets regarding gender and sexuality) to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of these classifications in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. Rooms will be assigned on a first-come, first-served basis. Every effort will be made to satisfy student preferences; however, the College reserves the right to make room assignments, including assignments to temporary rooms. 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 a peace-making attitude will contribute to the development of lifelong 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.

To provide all students with a fulfilling residential living experience, the 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.

Roommate Conflict and Change Requests

While the College reserves the right to modify room assignments, room changes are not our primary means of intervention for roommate conflicts. We encourage students to develop skills to resolve differences with the assistance of their Resident Assistant (or Director of Housing, 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 Assistant or Director of Housing get involved, if necessary.
- 4) Modify the roommate agreement and decide on a probationary period during which the terms of the agreement will be practiced.
- 5) Have a check-up/evaluation meeting at the end of the probationary period. Modify the agreement and schedule a subsequent check-up meeting as necessary.

If a student has followed the above procedure and still wishes to request a room change, he/she may email the RA or the Director of Housing 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 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.

Phone Numbers

On-Campus

- **Director of Housing:** 214-818-1330
- **Housing Assistant:** 214-818-1325
- **Student Services:** 214-818-1332

- **Financial Aid:** 214-818-1393
- **Business Office:** 214-818-1315
- **Registrar:** 214-818-1303
- **Wallace Library:** 214-818-1348
- **Criswell College Police:** 214-818-1333
- **DTS Campus Police:** 214-887-5590
- **EMERGENCY:** 911

Off-Campus

- **TX Dept. of Public Safety:** 214-651-1859
- **Voter Registration:** 214-653-7871
- **Dallas Public Library:** 214-670-1400
- **SuperShuttle:** 800-258-3826
- **National Poison Center:** 800-222-1222
- **D.A.R.T.:** 214-979-1111
- **Weather:** 214-787-1111

NOTICE OF NON-DISCRIMINATION

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Student Housing Handbook Agreement Form

I have read and agree to be governed by the policies and guidelines outlined in the 2026-2027 Student Housing Handbook.

Last Name _____ First Name _____

Student ID # _____ Apartment # _____

Resident Signature _____ Date _____