Residence Hall Lock Out Policy

Approximately 2000 students are assigned each year to SUNY Cobleskill’s ten residence halls. In order to help students with a safe and secure environment, each student is issued individual room, front door and mailbox keys. For students’ safety and protection as well as for the safety of fellow residents, it is required that students not lend, duplicate or give keys to any other student for any reason whatsoever. **It is also expected that resident students carry issued keys with them at all times.** It is advised that students always lock their doors when they or their roommates are not in their assigned rooms.

If students misplace or lock assigned keys in their rooms the Resident Assistant staff, if available, will assist as outlined below:

I. Lock Outs that Occur when Resident Assistants are Not Specifically “On Duty”
   (Mondays 7am - 7pm, Tuesdays 7am -7pm, Wednesdays 7am - 7pm, Thursdays 7am - 7pm, and Fridays 7am - 7pm)
   1. A student who is “locked out” should contact the floor Resident Assistant to see if he/she is available (as determined by the Resident Assistant) to unlock the student’s door. (If a Resident Assistant is on his/her way to class, for example, the student will need to find another Resident Assistant to assist).
   2. Resident Assistants are allowed to unlock rooms for only assigned occupants. College ID is required if the student is not personally known to the Resident Assistant.
   3. Resident Assistants will file a report or the “lock out” in the hall’s Lock-Out Log.
   4. A student will be assisted by the Resident Assistant(s) as outlined above for two lock-outs. If a third lock-out for a given semester occurs, the student will be required to meet with the Residence Hall Director. A record of this conference will be required and one hour of “Residence Hall Service” as determined by the Residence Director will be assigned. A student who has lost keys will be billed and issued replacement keys accordingly.
   5. If lockouts become a common occurrence for specific individuals’ residence hall reassignment may occur. **Students must be responsible to carry their keys with them at all times.**

II. Lock Outs that Occur when Resident Assistants are Specifically “On Duty”
   (Mondays 7pm - Tuesdays 7am, Tuesdays 7pm - Wednesdays 7am - Wednesdays 7pm - Thursdays 7am, Thursdays 7pm - Fridays 7am, Fridays 7pm - Mondays 7am)
   1. Students should go to the Resident Assistants’ Office or call the RA that is On Duty. The RA On Duty will unlock the student’s room at the first available time. If the RA is busy completing assigned duties, the person who is locked out may need to wait a
reasonable period of time. It is expected that the Resident Assistant will advise the student when he/she will be available to complete the lock-out procedure.

2. Resident Assistants are allowed to unlock rooms for only assigned occupant(s). College ID is required if the student is not personally known to the Resident Assistant.

3. Resident Assistants will file a report of the “lock-out” in the hall’s Lock-Out log.

4. A student will be assisted by the Resident Assistant(s) as outlined above for two lock-outs. If a third lock-out for a given semester occurs, the student will be required to meet with the Residence Hall Director. A record of this conference will be required and one hour of “Residence Hall Service” as determined by the Residence Director will be assigned. A student who has lost keys will be billed and issued replacement keys accordingly.

5. If lockouts become a common occurrence for specific individuals' residence hall reassignment may occur. Students must be responsible to carry their keys with them at all times.

Summary
This process has been developed in order to offer students support and flexibility in regard to residence hall room lock-outs. It also has been developed to remind students of their obligation in regard to protecting themselves and their belongings as well as their roommate and roommate’s belongings. It is not an expectation that Resident Assistants serve as door attendants for students. Resident Assistant staff should not be burdened with lock-outs. Resident Assistants are available to provide leadership and counsel, to mentor, advise, and help to provide a positive residential community where students can live, learn, and grow. Help us all and Help Yourself! Carry your keys with you!