



HOUSING AND RESIDENCE LIFE

Policies and Procedures Manual
2011

Abandoned Property	5
Alcohol.....	5
Appliances in Student Rooms.....	5
Appropriate Attire	5
Babysitting.....	5
Behavior Expectations	6
Bikes and Motorcycles	6
Burning and Open Flames	6
Cable Television and Cords	6
Cameras and Other Recording Equipment.....	7
Common Charges	7
Check Out Procedures	7
Cleaning	8
Community Areas.....	9
Computer Usage	9
Consolidation.....	10
Course Load.....	10
Damage and Vandalism	10
Damage to Individual Rooms	10
Damage to Common Areas	10
Dartboards/Darts	11
Dining Facility.....	11
Disability Services/Accommodations.....	11
Disciplinary Proceedings	13
Disruptive Behavior	19
Drugs.....	19
Electrical Fixtures.....	20
Elevators.....	20
Failure to Comply.....	20
False Alarms and Bomb Threats	20

Fire.....	20
Fire Alarms and Hall Evacuation.....	21
Fireworks.....	21
Fitness Center.....	21
Flammable Decorations and Light Fixtures.....	21
Furniture and Hall Property.....	21
Gambling and Lotteries.....	22
Guests and Escorts.....	22
Harassment.....	22
Hazardous Materials.....	23
Holiday Decorations.....	23
Identification.....	23
Improper Checkout.....	23
Intoxicated or Incapacitated Students.....	23
Key Access Cards.....	24
Liability.....	25
Lost and Found.....	25
Lounges.....	25
Mail.....	25
Maintenance Requests.....	26
Missing Student Policy and Procedure.....	26
Noise and Quiet Hours.....	28
Online Misconduct.....	28
Painting Student Rooms.....	28
Parental Notification for Alcohol and other Drug Violations.....	28
Pets.....	29
Posting Guidelines.....	29
Power Outages.....	30
Power Strips and Extension Cords.....	30
Pregnancy/Family.....	30

Propping Doors.....	31
Residence Hall Lobby, Lounge, and Common Area Usage	31
Restoration Deposit	31
Room and Roommate Changes	32
Room Entry and Search	32
Safety and Security	33
Sanitation and Personal Hygiene	33
Security Cameras.....	33
Sexual Misconduct Policy.....	33
Shuttle Service.....	33
Smoking	34
Solicitation.....	34
Sports in the Residence Halls	34
Termination	34
Theft	34
Tornado Warnings.....	34
Trash and Trash Rooms.....	35
Unauthorized Entry.....	35
Vacation (Break) Periods.....	35
Vehicles.....	37
Violence.....	38
Visitation.....	38
Weapons.....	38
Website	39
Weekends.....	39
Windows.....	39

Abandoned Property

If a resident leaves personal property under circumstances that reasonably show abandonment, the University may remove this property and store it for two weeks so that the items are available for the student to claim. The student will be notified of the impending disposal by letter, which shall be forwarded to the resident's last known permanent address. Failure to claim personal items within one week will result in their disposal. Items which are clearly of no value will be disposed of immediately.

Alcohol

Alcohol, alcohol beverage containers and paraphernalia are not permitted in Gardiner Point residence hall. Any student or guest in a room who knows that alcohol is present will be held responsible under the alcohol policy unless he/she informs a staff member of the violation or removes him/herself from the room. A violation of the alcohol policy may result in termination of the student's housing contract.

Appliances in Student Rooms

Appliances that require an open flame, propane, gasoline, or hot grease such as deep fryers are not allowed to be used in or around any of the residence halls. List of unauthorized appliances: toaster, rice cookers, toaster oven, crock pots, counter or tabletop grills, hamburger cookers, hot plates, electric woks, electric skillet, break cookers, coffee/drink warmers, space heaters, frying skillet, or anything else that is deemed inappropriate by Director of Housing or Resident Directors. Irons may only be used for intended use, not for heating or cooking of food items.

Refrigerators operating on no more than 1.6 amps and no more than 5.0 cubic feet may be used in student rooms. Units should be placed on a stand or cart unless they have feet and back-mounted heat exchangers. Units may not be placed in closets. Units must be plugged into an approved power strip or directly into the electrical outlet.

Resident Directors reserve the right to require students to remove an appliance. Student rooms are checked for appliance policy violations periodically.

Appropriate Attire

All students are required to be fully clothed while outside of one's room, including Dining Room, Fitness Center, Lobby and Meeting Rooms of the residence hall. Students may not wear clothing revealing intimate anatomy or under garments outside of one's room. Students who are going to the pool are required to wear cover-ups while inside the hall. Inappropriate displays from one's window are also forbidden. Shoes must be worn at all times outside of one's room.

Babysitting

Babysitting is not allowed in Gardiner Point Residence Hall.

Behavior Expectations

Students are expected to exhibit appropriate behavior within the community of the residence hall. Furthermore, such behavior should include the necessary respect and consideration for roommates, neighbors and members of the housing staff. Any resident who willfully lies and/or misrepresents the truth about the number of occupants in his/her room stands in violation of this policy. Residents who use intimidating words or actions that imply false information about the number of occupants in their room violate this policy as well.

Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residence hall community. Behavior such as fighting, assault, harassment, and/or any other action (verbal/non-verbal) that results in emotional, mental, and/or physical discomfort to another faculty, staff, or student is not tolerated.

The quality of University life depends largely upon the personal integrity of students. Dishonesty in any form is an extremely serious offense, which may result in suspension or dismissal from the residence hall. Instances of dishonesty include, but are not limited to, presenting/using another's ID as your own, misrepresentation, furnishing false information, plagiarism, and falsification or forgery of documents.

Any behavior violation will result in disciplinary action with the possibility of judicial points, sanctions or termination of the housing agreement.

Bikes and Motorcycles

A student may store a bicycle in the appropriate area outside. Students may not ride bicycles in the halls. Two-wheeled motorized vehicles (i.e., scooters, mini-bikes, mopeds, motorcycles, etc.) are **not** allowed within the residence halls. This type of motorized vehicle must be parked outdoors in a designated area.

Burning and Open Flames

Burning candles, incense (including potpourri pots), or creating an open flame in student rooms is prohibited. Candles with burned OR unburned wicks and incense are not allowed in student rooms.

Cable Television and Cords

Basic services are included in room and board. Please do not tamper with cable equipment. For a list of cable television channels offered in the residence hall see the cable TV flyers. Extra flyers are stored in the Office of Housing and Residence Life. Report any problems with your cable or cable channels to the resident directors.

Cameras and Other Recording Equipment

The use of cellular telephones and devices with photographic and or video capabilities cannot be used in a manner that creates a hostile environment in the residence halls. A hostile environment is one that interferes significantly with a person's employment, education, and/or living condition, or one that causes emotional distress. Residents and guests are expected to comply with a person's reasonable expectation to privacy in residence hall rooms, bathrooms, and common areas.

Common Charges

Improper check-out	\$75
Access card not returned at check-out	\$30
Additional cleaning required (room)	\$25 minimum
Missing college desk chair	\$200
Missing college furniture	\$50 fine plus replacement cost.
Trash removal fee	\$50 per bag/item
Personal furniture removal	\$100 per item
Adhesive cleaning/removal from wall	\$50 minimum
Door	\$200
Wall painting	\$80 per wall
Patch/paint holes	\$55 minimum
Mirror	\$60
Carpet	\$50 fine plus replacement cost

*** Prices subject to change without notice.**

Students permanently moving out: Housing automatically deducts a standard \$35 charge and any additional charges from your \$200 restoration deposit to restore the room to its original condition. If charges exceed the restoration deposit, we charge the student's University account and do not refund the restoration deposit.

Check Out Procedures

You **must** notify your RA and the Office of Housing at least 48 hours in advance! You must check out with a staff member present during office hours. If you plan to move out during a time when the office is closed, you must contact a housing staff member in advance and during office hours to get the appropriate paperwork and instructions on where to turn it in.

General steps to follow for check out:

1. Move all belongings from the room and out of the building.
2. Remove all trash to the trash bin on each floor. Bulk items should be taken to the building's dumpster. A complete cleaning checklist is as follows:
 1. Remove all tape, stickers, adhesive tape, etc. from walls, doors, ceilings, mirrors, and windows.
 2. Clean off writing on doors, walls, desks, dressers, or chairs.
 3. Wash all furniture surfaces - chairs, desks, dressers, window sills etc. This means there should be no stains, black smudges, tape, or sticky spots left.
 4. Place all furniture in the room, in its original place and condition.
 5. Place university phone back in its original location.
 6. Bring all of your trash to the appropriate location. Do not sweep garbage into the hallway. Each resident will be billed for garbage or items left in the hallway, bathroom, or other common spaces.
 7. Bring recycling items to hall recycling area.
 8. Clean out and wash garbage bins. Use a cloth to wash it.
 9. Remove all personal belongings.
 10. Empty all drawers and wipe out all dirt.
 11. Vacuum the room.
 12. Close and lock windows and doors before leaving, if applicable.
3. Return all hall equipment to the reception desk (ex. Wii, games, etc.).
4. Restore room to original condition and configuration, including vacuuming, sweeping, and mopping the floor.
5. Make sure all original furniture is in the room.
6. Double-check and thoroughly clean the drawers and closet to make sure nothing is left behind.
7. Make sure all paperwork is completed through the Housing Office, and turn in your access key card and mailbox key.

Cleaning

Residents are expected to keep their rooms neat, clean and suitable for human inhabitation. The first violation of the cleanliness policy, students receive a disciplinary sanction. Because Housing considers sanctions as a “second chance” for a student to redeem

him/herself and correct his/her behavior, a further cleanliness policy violation results in Housing giving the student **two days** to properly clean the room.

Students are also expected to not disrupt custodian's efforts to clean restrooms and common areas throughout the residence halls.

Community Areas

A common area is defined as any space and/or area outside a students' room. This includes but is not limited to stairwells, hallways, restrooms, lounges, elevators, entranceways, public lounges, recreation areas, and dining rooms. The use of a common area such as a residence hall lounge is limited to use by residents of the hall and their guests. Exceptions can be approved in advance by the Director of Housing.

Any damages in a student's room or a community area (lounge, fitness center, etc.) will result in charges allocated to the individual(s) responsible. If the individual(s) responsible for the damage cannot be identified, charges will be given to each student for the prorated amount of the charge.

Computer Usage

Any individual using the University computing network must comply with the Computer Users' Privileges and Responsibilities agreement. Illegal distribution or downloading of copyrighted materials is expressly forbidden. Students found to be utilizing programs that take more bandwidth than is customary for typical academic assignments may have their computer port turned off pending review by proper university officials. Students must meet with the Director of Housing before the port is turned back on.

The computer lab is reserved for students engaging in school-related activities and course-work. This takes precedence over any other usage that is not related to school work when limited computers are available. (i.e. Facebook, MySpace, shopping, games, chat, etc.) Additionally, the computer lab is a study space and should therefore be kept quiet. If students intend to use sound for whatever purpose, they must utilize headphones or keep the volume to a minimum. Finally, because of the limited number of public-use computers in the lab, a two-hour limit will be in place in students are waiting for computer usage.

Computer labs are accessible only to residents living in the hall and their guests. Lab equipment should be used for academic purposes only. Students may not save anything to the hard drive of the computer in the lab. All problems should be reported to the hall desk. Students are responsible for abiding by the Privileges and Responsibilities for Computer Users found in the Student Handbook.

*Please note: When a student shares unauthorized copyrighted materials (i.e. movies, music, programs) with other computer users, whether on a personal computer or in a computer lab, this is a violation of the university's policies and your actions may result in legal action by the music and/or film industry.

Consolidation

Students who find themselves without a roommate due to cancellations, withdrawals, etc., will be required to consolidate with other residents in other rooms. Consolidation can happen at any time during the quarter. Consult your Resident Advisor or Office of Housing and Residence Life for guidance on consolidation.

Course Load

Students whose course load falls below 12 credit hours need the permission of the Director of Housing to remain in the residence hall. Permission to remain in the hall is at the discretion of the appropriate housing staff. Documented and undocumented behavior may be used in considering whether permission is granted.

Damage and Vandalism

Damage, destruction, or theft of public and university property, including bulletin boards and posted information, or private property and furnishings is prohibited.

Damage to Individual Rooms

Students are required to complete Room Condition Reports when first moving into any room. Failure to complete a Room Condition Report indicates that no damage was present upon move-in. Students are held accountable for any damage that occurs within their room, including those from decorations and adhesives.

Damage to Common Areas

When individual responsibility cannot be determined for damage in common areas, the amount may be prorated among all members of the community. Students will be given the opportunity to provide information in a timely manner prior to final billing. When an accused student is found to be responsible for damage, he or she will be charged for the necessary repairs, replacements, or custodial services. The student may also face disciplinary action under the vandalism policy.

Dartboards/Darts

Although you may never miss the bull's eye, there are those who never hit it; therefore, darts are not to be used in the rooms. Violators of this policy will be subject to disciplinary action and will be billed for any damages.

Dining Facility

Students who live at Gardiner Point Residence Hall are required to participate in a meal plan determined by individual program of study and school (Sullivan, Spencerian, and SCTD). Gardner Point Dining will be a full-service dining location, serving three meals per weekday and brunch and dinner on the weekends. Students may also use their meal card for dining at the Ala Carte Café on main campus (Sullivan).

Students will also receive two (2) free meal passes each quarter to use at Gardiner Point Dining to invite anyone (family, friends, etc.) to dine with them at no additional cost. They simply must be present with their guest at the time these passes are used.

Each student will also receive \$50 each quarter in "Sullivan Bucks" that can be used to make purchases in the on-site convenience store in the residence hall. These dollars may be used for anything in the store, not only food.

Disability Services/Accommodations

The Housing and Residence Life office strives to provide living accommodations for students with disabilities living within university housing.

Application Process

A student requiring specific accommodations must indicate their request on the housing application. If the student becomes aware of a disability after submitting a housing application he or she will need to contact the Housing and Residence Life Office if accommodations are needed. It is recommended that future students contact the housing staff to further discuss housing options such as potential modifications needed and one bedroom housing options. Upon submitting an application with accommodation request, please include all of the following:

- ❖ Documentation of disability
- ❖ A thorough description of requested housing accommodation(s).
- ❖ Statement of how the request will impact the disability
- ❖ Explanation of level of need for requested accommodation and possible alternatives if the request is not possible

It is imperative that accommodations needed are clearly stated on the application.

Departmental Notification of Housing Assignments for Students with Disabilities

The Housing and Residence Life office will compile a list at the start of each quarter of students identifying disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The list will provide the student's name, housing assignment, and description of disability/ accommodations.

The following offices will receive a copy of the aforementioned list: Department of Public Safety, Vice President of Student Services, and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified.

Room Modifications:

Some rooms have been modified to provide accessibility features such as grab bars, roll in showers, and shower seats. Visual alarms for deaf /hard of hearing students may also be installed upon request. Students with disabilities will be given priority for main floor rooms based upon a first come first serve basis. It is imperative that requested accommodations are made as soon as possible so that if modifications are needed they occur in a timely manner.

Assignment Appeal Process

It is the responsibility of the student to report his or her disability at the time of applying for University Housing if accommodations are required. If a disability that requires accommodations is discovered after the application has been submitted, he or she should contact the Housing and Residence Life Office immediately. There are three options for students who feel the accommodations offered by the Housing and Residence Life office are not satisfactory:

1. **The student may request a room change:** The student should complete the room change form which is located in the Director of Housing and Residence Life office. This form should contain reason for wanting to change rooms as well as additional accommodations requested. Room changes are granted as the space is available on a first-come, first-serve basis.
2. **The student may request to have specific modifications completed or installed in his/her assigned room:** Requests for modification of space or installation of

accessible equipment should be submitted in writing discussing in detail the following items:

- ❖ How will this impact the student's comfort?
- ❖ How will this impact the level with which student may socially develop?
- ❖ How will this impact the academic performance of the student?
- ❖ Is there a permanent negative health impact if the request is not met?

In most cases the accommodation will be discussed in a scheduled meeting with the Director of Housing and Residence Life. The final decision in regards to requested accommodations will be made by the Vice President of Student Services. This decision will be based on the questions listed above and the following feasibility and availability concerns:

- ❖ Is it possible to make modifications in the residence hall?
- ❖ Will accommodating a request create a potential safety hazard?
- ❖ Is there a more effective manner or solution that would achieve the goal of the request and provide other benefits?
- ❖ How might this modification affect other students or roommates?

3. **The student may cancel his or her housing and acquire housing on his or her own.** Cancellation based upon a disability will require proper documentation of the disability and should be submitted to the Housing and Residence Life office. If all required documentation is submitted, the student will be released from his or her current lease.

Support Resources

Center for Accessible Living (local support center) - (502) 589-6620

*The center can assist with some listings of local accessible housing

For general Information regarding ADA or 504, contact Chris Ernst, Vice President of Student Services (cernst@sullivan.edu or 502-456-6504).

Disciplinary Proceedings

A. Disciplinary Conference

A meeting between a student or a group of students and a professional member of the Housing staff to determine the facts surrounding a possible rule violation. Students are required to attend disciplinary conferences.

B. Judicial Points System

The judicial point system was developed in order to make the disciplinary sanctioning process clearer, more consistent, and more predictable for students. Under the point system, a student found responsible for violating a Housing policy is assigned points according to the table below.

Points and sanctions are assigned at the conclusion of the disciplinary conference, once responsibility is determined. Regardless of the number of points assigned, they will include some sort of sanction; points are also **cumulative**. Therefore, any points a student earns at any point during their duration in University housing, will remain on their permanent student record with the University. Finally, repeat violations include points for the specific violation, in addition to points for Failure to Comply (1 to 4 points).

If a student accumulates 5 points the student will be placed on a status of rehabilitative probation. If a student accumulates 6 points, the student will be placed on disciplinary probation, which is the final sanction before being removed from University housing. Please see Disciplinary Proceedings Section C. (Sanctions) for more information on the probation processes. If a student accumulates 8 or more points, the student's University housing lease will be terminated.

The chart below shows examples of violations and the associated point values. Points are assigned within a given range based upon the circumstances of the specific incident. This list is not inclusive of all possible violations.

<u>POLICY VIOLATION</u>	<u>POINTS**</u>
Alcohol - consumption	3
Alcohol - intoxication	4
Alcohol - open container	2
Alcohol - possession	2
Alcohol - providing alcohol to minors	5
Candle/Incendiary Device	2
Disruptive Behavior	1 to 3
Drugs - paraphernalia	4

Drugs - possession	5 to 8*
Drugs - intoxication	5 to 8*
Drugs - usage in the building	6 to 8*
Failure To Comply	1 to 4
Failure to adhere to emergency procedures	1
Fire Code Violation	2
Fire	8
Gambling	1
Guest Policy	1 to 2
Harassment	5
Honesty	2 to 4
Illegal Room Change	2
Inappropriate Behavior	1 to 3
Pet	2
Physical Violence	6 to 8*
Property Damage	1 to 8*
Online Misconduct	1 to 4
Quiet Hours	1
Sanitation	1
Sexual Misconduct	6 to 8*
Smoking in building	3
Theft	4
Verbal Violence/Altercation	3-5
Weapons	6 to 8*

*** = Possible eviction**

**** = *Housing and Residence Life staff reserve the right to supersede the point system in extreme conduct violation situations which are egregious or ones in which student safety is at significant risk.***

***** = *Housing and Residence Life staff reserve the right to ban an evicted resident from being a visitor at Gardiner Point based on the severity of the even that led to the eviction.***

C. Sanctions

- Official Reprimand: A written warning that the continuation or repetition of unacceptable conduct may lead to further disciplinary action.
- Educational Requirements: A student may be required to do interviews, a research project, a reflection paper, disciplinary service, or other type of assignment to provide a learning experience related to the violation. Plagiarism will not be tolerated. The University definition of plagiarism is: the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. A student found plagiarizing will face additional judicial points and sanctions.
- Rehabilitative Probation: A period of time, not to exceed one year, during which the student is required to control questionable behavior. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Conditions such as the following may be attached:
 - Constructive-type work or educational project. Work should not conflict with tasks assigned to regular University employees nor with the regular University class schedule.
- Disciplinary Service: Work assignments may be a part of a disciplinary probation or may be imposed as an independent sanction. Disciplinary service hours completed will not count towards fulfilling the student's community service requirements for graduation. If student does not complete the disciplinary service assignment by the assigned completion date, a charge of non-compliance of a University decision will result.
- Restitution: A student, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of/or replacement of property or for medical bills related to injuries.

- Referral: The student may be referred to an appropriate university service office or to an outside agency to assist that student in achieving personal, social, or emotional growth.
- Alcohol Education Program: A student in violation of published alcohol policies or who exhibits inappropriate behavior as a result of alcohol consumption may be required to complete an alcohol education program.
- Disciplinary Probation: A specified trial period during which a student whose conduct has been found wrongful has the opportunity to prove that he/she can uphold University rules and policies. It may exclude a student from participation in privileged and/or extracurricular activities as set forth in the notice for the specified period of time. Students found responsible for sanctions involving alcohol and substance abuse may be referred to the Wellness Center programming offered by the University. The terms imply that violation of any provision in the Student Code of Conduct would be viewed not only as a violation of the regulation itself, but also as a violation of the probation and could result in his/her suspension from the University.
- Relocation: A student may be relocated to another residence hall room and subsequently restricted from the facility of a previous housing assignment.
- Termination of Housing Contract: A student may have his/her housing contract terminated and be required to vacate the residence hall system at any time during the lease. The student will normally be given a max of 48 hours to vacate the residence hall, however serious violations may result in the immediate removal of an individual if it is deemed necessary to maintain the safety and security of other residents. Any additional violation occurring prior to vacating the residence hall will be referred to the Office of the Dean of Students.

D. Appeal Process

- The appeal process has been established for any student who feels he/she is being removed from University Housing improperly, or in undue haste. However, the **University reserves the right to refuse an appeal hearing to any Housing student being evicted at any time.** In addition, violations that warrant such will require the student to immediately vacate the University-controlled property without recourse.
- Outlined below are the steps necessary in the housing appeal process. This process is similar to but not identical to the academic appeal process located in the University Student Handbook. The housing appeals committee shall consist of a minimum of 3 individuals as appointed by the Director of Housing and Residence Life.
- **The appeal process demands the following steps be taken:**

1. The student must submit in writing (or e-mail) a letter stating the reason he/she should be heard. This letter should be addressed to the Director of Housing and Residence Life and must explain the situation and what he/she would like to see happen. The letter must be submitted by the student no later than 48 hours after their notice of termination. **Requests for an appeal will not be accepted after this time.**
 - The student will be allowed to remain in housing during the appeal process. After submitting his/her letter, he/she will be contacted by the Director of Housing and Residence Life to schedule a hearing.
 - To be granted an appeal hearing, the accused student should be able to prove his/her non-involvement in the incident. **If, in the appeal letter, the student cannot offer “proof” of his/her innocence, the hearing will be denied.**
2. The decision on whether or not the appeal is heard will be made by the Director of Housing and Residence Life or designee. The decision will be available by noon of the following day.
3. The hearing time and date will be determined and executed. The hearing may be audibly recorded and a copy of the proceedings will be retained by the University.
4. During the hearing, the student will have the opportunity to present his/her position. The committee will call for discussion in a question and answer session regarding whether or not a violation or misconduct has occurred.
 - Students are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state’s rules of evidence apply in student disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson.
 - During an appeal process, the student’s presence will be allowed on campus, and in the hall unless such constitutes a clear and present danger to the university community or unless the student has been instructed to remain off-campus and/or off-university controlled property by an authorized official.
5. If a student fails to appear, they automatically forfeit their right to appeal and the original decision will be upheld.
6. After the hearing, the committee will meet to discuss their decision. The decision is based on their subjective judgment and is final. The committee's options are to:
 - **Agree and uphold the original decision of the judicial hearing officer.**

- **Overturn the termination and provide a recommendation to the Director for appropriate sanction(s), if any.**
7. Once the final decision is made, the appeals process has ended. The student is responsible for contacting the Director of Housing and Residence Life or his or her designee within 24 hours to learn of the final decision. If the termination is upheld, the student will have a maximum of 48 hours to remove his/her belongings and properly check-out with the Resident Advisor or another University Official. The remaining charges (i.e. rent for the remainder of the lease agreement, assessment for repairs, etc.) will become due within 30 days of termination.

E. Referrals to the Office of the Dean of Students

Any case may be referred to the Office of the Dean of Students for adjudication or for consideration of additional sanctions when:

- Violations are of a more serious nature and may warrant consideration of suspension or expulsion from the university.
- Violations involve off-campus students.

Disruptive Behavior

Disruptive behavior is behavior which Sullivan university System regards as speech or action which 1) is disrespectful, offensive, and/or threatening, 2) interferes with the learning activities of other students, 3) impedes the delivery of University/College services, and; or 4) has a negative impact in any learning environment - including department and staff offices, the Library, labs, clinical sites, service learning sites, etc. Disruptive behavior includes physically, verbally or psychologically harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the University/College. Disruptive behavior also includes any other behavior covered by the Student Conduct Code.

Drugs

Using, abusing, possessing, selling, distributing, manufacturing, or transferring narcotics, illegal drugs, or any controlled substance (including marijuana, inhalants, and abuse of over-the-counter drugs and prescription drugs), except as expressly permitted by law is a violation of the drug policy. Possession of drug paraphernalia which can be demonstrated to be linked to illegal drug activity is also a violation of this policy. Students and their guests are not permitted to possess paraphernalia such as bongs, rolling papers, deseeding trays, roach clips, scales, hookahs or any item used to inhale/ingest illegal substances or

any item used to disguise the use of drugs. Also not permitted is misusing legal substances to obtain an unnatural reaction such as aerosol cans, salvia, or paint.

Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician for personal use or are not available on the legal open market. Any person known to be possessing, using, or distributing such drugs are subject to university disciplinary action and possible arrest, imprisonment, or fine according to the state drug law.

Violation of the drug policy will likely result in the termination of the housing contract.

Electrical Fixtures

Students may not remove or alter electrical fixtures or hardware in student rooms or common areas in the residence halls.

Elevators

When elevators are out of service because of misuse by students, those students identified as being responsible for the misuse will be charged for the service call of the elevator. Defacing or vandalizing elevators is also prohibited.

Failure to Comply

A student is expected to comply with the reasonable request of a university staff member. Examples of failure to comply would include, but are not limited to, refusal to open a room door, refusal to produce identification, giving false or misleading information, failing to comply with a reasonable request, or failing to complete a disciplinary sanction.

False Alarms and Bomb Threats

Any student who sets or causes a false alarm or initiates a bomb threat will be brought before the Dean of Students for expulsion proceedings and will be subject to termination of the housing contract.

Fire

Any student who discovers a fire, no matter how insignificant he/she thinks it is, should sound the alarm by pulling the nearest pull station and notify a resident assistant or the resident director immediately. The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames.

Gardiner Point Residence Hall DOES have automatic fire suppression equipment within the building, in addition to alarms in each room.

Fire Alarms and Hall Evacuation

Students must leave the building and go to their designated locations when a fire alarm sounds. Staff may enter rooms to do an evacuation room check if there is reason to believe that anyone could not or did not evacuate. Fire evacuation routes are posted on the back of student room doors. Tampering with fire and safety equipment (i.e., alarms, doors, pull stations, extinguishers, and security cameras) is prohibited. Students who violate this policy will be subject to termination of the Housing contract.

Fireworks

Fireworks and other explosives are not permitted in the residence halls or anywhere on university property.

Fitness Center

No one may use the Fitness Center equipment or cardio room without signing the Waiver and Liability Form AND going through the Orientation Class held at the beginning of each quarter. Equipment from the fitness center should not be removed from the specified location or abused in any way. Students should use extreme caution while utilizing fitness equipment as no fitness center supervision will be provided, except during university sponsored fitness classes. No student guests under the age of 18 are allowed to utilize any of the fitness center equipment at any time. Only residents and their guests are permitted to use the Fitness Center. Please refer to the fitness center policies and procedures in the residence hall for further specifications regarding the use of this amenity.

Flammable Decorations and Light Fixtures

Students may not hang items from ceilings. Also, the use of acetate, cellophane, tissue paper, or other combustible materials over or in light fixtures is forbidden by fire regulations.

Furniture and Hall Property

Furniture should not be dismantled or removed from its designated space to another area of the hall. Students who have moved items from the public areas (i.e., hall lounges, study areas) to their rooms will be charged \$5 each day until the item is replaced or returned. Charges begin at the time it is determined the item is in a student room. The daily fee is in addition to an initial charge of \$5 for each item moved to a student room. When necessary, room searches may be instituted to locate public area furniture. Student room furniture must also remain in the rooms. Removal of room furniture may result in replacement charges. Student room furniture should be returned to its original configuration upon vacating the room.

Gambling and Lotteries

Gambling is not permitted. Activities involving the awarding of prizes in exchange for an admission charge are not permitted.

Guests and Escorts

Guests (nonresidents of the hall) are expected to follow all policies of the university and the residence hall. Residents are responsible for their guests and all actions of the guests while in the halls. Guests must be escorted at all times in any while on Gardiner Point property, this includes outside of the building. Key cards are not issued to guests. Overnight guests must be 16 or older. Students who are found to have unsupervised children in the halls may be subject to criminal charges.

With the permission of the host's roommate, overnight guests may be permitted to stay a maximum of three consecutive nights (Thursday – Saturday night ONLY); **no overnight guests are allowed on school nights (Sunday – Wednesday night)**. Guests who are found to consistently remain in the halls beyond three nights will be asked to leave the hall. Guests are not permitted to live in the residence halls. If a guest is found to violate the policy by living in the halls, he/she will be banned from the hall. All guests in the hall must be registered; this can be done at the front desk of the residence hall. Guests may not stay three nights with one person and then check in with another resident in order to stay in the residence hall longer than their three-day maximum. In no instance shall a guest stay more than 12 nights per quarter. * See **Visitation** policy for more details.

Harassment

Harassment of any student, faculty or staff member is strictly prohibited. Harassment is defined as but not limited to: any action, threat, gesture and/or fighting words (verbal and non-verbal), online postings, and written communications directed toward another person which have the purpose to or which tend to incite a breach of peace or cause physical injury or emotional distress to the victim. Because the feeling of harassment often involves elements of subjective interpretation by a victim, generally, the University expects one to communicate feelings of harassment to appropriate officials.

Residents and/or guests shall not stalk any other person physically, online, by telephone, verbally, non-verbally, in written communications, or any other manner. Stalking is defined as, but not limited to, the intentional, unwanted, repeated contact or attention by the stalker to the victim. Residents and/or guests must honor other's requests to stop undesired contact.

Hazardous Materials

Materials that are hazardous to the health and safety of students are not permitted in residence halls. This includes but is not limited to chemicals, gasoline, and kerosene. Containers that have been used for storing gasoline are not permitted in the residence halls.

Holiday Decorations

Since many holiday decorations are highly combustible, special care must be taken in decorating. Live trees are NOT permitted in student rooms. Light cords used on artificial trees or in room decorations (including lights used in windows) must be Underwriter's Laboratory (UL) approved and should be checked for safety. Lights must be turned off when leaving the room.

Identification

Students and/or guests are expected to provide appropriate identifications (university identification card (ID) or driver's license) when requested by a university representative or employee. Misuse of the university ID card by allowing others to access the hall or the dining room is prohibited. Students and/or guests are required to show their ID when entering the residence hall through the reception desk.

Improper Checkout

Each student must notify the Director of Housing and Residence Life of his or her decision to leave the residence hall at least 48 hours in advance. He or she must fill out, sign and return a completed Room Condition Report and a Check-Out form to the Housing Office **before leaving the hall**. A student will also be charged an improper check-out fee for missing or being late for a pre-scheduled check-out meeting with a housing staff member, or not leaving the residence hall by the designated closing time.

Intoxicated or Incapacitated Students

Any person found intoxicated or incapacitated as a result of alcohol or other controlled substances on campus property or who is abusive, disorderly, destructive, combative, etc., can be arrested by Louisville Metro Police and charged with appropriate violations. Any financial costs such as emergency room care, EMT care, etc., associated with the actions of a person as a result of alcohol or illegal drugs will be the responsibility of that person. Gardiner Point staff WILL NOT transport any students for emergency care.

Key Access Cards

Key Access Cards are distributed to each student at the time of move-in. This card will give access to the student's room. If a student misplaces his or her identification card, students should use the following protocol:

Weekdays:

- **8:00 am – 5:00 pm (4:00 pm on Friday):** direct the student to the Office of Housing and Residence Life across from room 334. A Housing staff member will then let the student into their room.
- **5:00 pm (4:00 pm on Friday) – 11:00 pm:** direct the student to the Reception Desk who will then contact the RD on Duty or RA on Duty to let the student into their room.
- **11:00 pm – 8:00 am:** direct the student to the Reception Desk where the Security Officer will use their master access card to let the student into their room.

Weekends:

- **10:00 am – 11:00 pm:** direct the student to the Reception Desk who will then contact a Housing Staff member to let the student into their room.
- **11:00 pm – 10:00 am:** direct the student to the Reception Desk where the Security Officer will use their master access card to let the student into their room.

Students who lose identification cards should notify the resident advisor immediately so a new keycard may be initiated and completed in a timely manner. The cost will be billed to the student. The amount charged for recoding will not be canceled or refunded if keys are found later. If this work is to be done after normal working hours, the student will assume the cost for overtime maintenance. All students will be responsible for any lost, damaged, or stolen key access card and will be charged \$30 for replacement. Moreover, students will receive two “freebie” lockouts. However, any lockout thereafter will accompany a \$10 charge per lockout.

Key access cards are University property and may not be loaned to another person, resident or non-resident. Lending a key access card is a security violation and is a violation of residence hall policy and will result in disciplinary action. Key access cards found in possession of someone other than the designated resident will be confiscated.

Liability

The university does not carry insurance on students or their property. It is not liable for personal property that may be lost, stolen, or damaged. Students should review their family's homeowner's insurance policy for coverage. Students are strongly encouraged to insure their personal belongings.

Lost and Found

Gardiner Point Residence Hall staff members will keep all lost and found items in a secure location behind the Reception Desk in the main lobby. Lost and Found items will be kept for a duration **no longer than two weeks** and will then be properly disposed of, i.e. given to charity or thrown away.

Lounges

Gardiner Point Residence Hall contains many lounge spaces available for student use, including a Wii/gaming system room, movie theater room, etc. Students are expected to leave all furniture, equipment, and materials in the specified location or lounge spaces at all times and demonstrate respect toward these spaces. ALL room reservations must go through the Housing office during normal business hours: Weekdays 8:00 am – 5:00 pm (4:00pm on Friday). For inquiries outside those hours, if students would like to watch a movie for example, they should simply check if anyone is using the room at that time. If it is empty, they can assume it is not reserved unless a STAFF member tells them otherwise. If someone is already using it, then they must wait their turn as it is first-come, first-serve after business hours. The only people who can make room reservations are those in the Housing office.

Mail

Each student will receive a mailbox key upon moving into the hall. Students who have any lost, damaged, or stolen mailbox keys will be charged a \$15 replacement fee. Mailboxes are located in the lobby area, and mailbox numbers correspond to a student's room number. Should a student switch rooms, they will be able to check their old mailbox for one week, but are responsible for communicating their address change to those who they may receive mail from. Students can also call the United States Postal Service to have mail forwarded to their new address. If mail is addressed to a student incorrectly after one week of changing rooms, all mail will be returned to the sender. If a student moves out of housing, all mail will immediately be returned to the sender. If mail is addressed incorrectly on accident, it is likely that the student will not receive the mail. The Office of Housing does not take responsibility for missing mail, for mail being addressed incorrectly, or for mail being returned to the sender. Students who receive mail that does not belong to them should return it to the front desk immediately. It is a federal offense to open another person's mail.

Packages can be claimed at the front desk. Students will receive a slip in their mailbox notifying them when they have a package being held at the front desk.

Maintenance Requests

Students are expected to report routine maintenance issues by either contacting the reception desk or by filling out a work order online: <http://housing.sullivan.edu/work-order-form.aspx>. For those situations requiring immediate attention (i.e., overflowing toilet, broken door lock, shattered window, malfunctioning or inoperable smoke detector), students should instead contact a hall staff member. It is important for the students to follow up with their Resident Advisor or a staff member in the Office of Housing and Residence Life if any maintenance concerns are not being alleviated in a timely manner, normally within 48 hours.

Missing Student Policy and Procedure

The University is concerned with student safety and security and takes reasonable steps toward helping create an environment that is safe and free from criminal activity. Criminal activity can and does happen, however, society and the University are not immune or excessively insulated from criminal activity. Knowing this, the University has developed this policy to assist in locating missing students who are living in college-owned or sponsored housing.

The overwhelming majority of missing person reports made to college officials are due to students altering their routines without telling their parents, friends, etc. Anyone who believes a student is missing should communicate their concerns to an institutional administrator or housing staff member. Such a report will generally initiate the procedures listed within this policy.

During the move-in process, students are asked to provide emergency contact information; however, providing such information is voluntary if the student is over the age of 18. Students will be invited annually thereafter to update their emergency contact information. Emergency contact information for resident students will be maintained in their housing files; emergency contact provided by non-resident students will be maintained in their academic files.

General Procedure:

1. The University official receiving the initial report will gather information that includes:
 - a. Name of the reporting individual and their relationship to the missing student.

- b. The last known location of the missing student and the date and time of the last known sighting.
 - c. The student's status from the "check-out" binder at the Reception Desk.
 - d. Known habits and/or routines of the missing student including employment, local and out-of-town contacts and friends.
 - e. Any recent changes to the missing student's mood, demeanor or behavior.
 - f. The missing student's cell phone number if known.
 - g. Any other information that may be of value to the administration and/or investigators.
2. The University administrator or housing staff member will inform the Sullivan University Department of Public Safety and one of the following executive administrators: The Executive Vice President/C.E.O., the Chief Academic Officer/Provost or the Vice President for Student Services/Dean of Students. If the student is enrolled in the Sullivan College of Technology and Design (SCTD) or Spencerian College, the University or housing staff member will also notify the Executive Director or one of the Deans at SCTD or Spencerian. If a student is determined to have been missing for at least 24 hours, the executive administrator to whom the report is made will first direct appropriate staff members to immediately begin the following steps. A report of progress should be made to the executive administrator within 1 hour to enable further action that is of a timely manner.
- a. Call the missing student's room or cell phone to attempt contact.
 - b. If no one can be contacted at the missing student's residence, send a staff member to check their room.
 - c. Initiate contact with the student's RA, neighbors, instructors, etc., to confirm or adjust the last known date/time and location of the individual's known whereabouts.
 - d. Send the student an email advising them they are being sought.
 - e. Send the student a text message (if cell number is known) advising them they are being sought.
 - f. If possible, check MySpace and Facebook for any information that may be helpful.
 - g. Contact the housing staff and/or public safety to obtain the student's car make, model, year and color along with the vehicle's license plate number and state. Check on campus and at housing to see if the missing student's vehicle is accounted for.
 - h. Contact University I.T. staff to determine when the missing student last accessed the University's computer network.
3. Upon being updated by assigned staff members, the executive administrator will make a determination as to whether to contact local police. If parents/guardians are involved and/or are the initial reporters of a student's missing status, generally, the decision to notify police authorities will be that of the parents/guardians but such decision can be facilitated by university officials. If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing student's emergency contact or parent. If it becomes necessary to contact police authorities, their procedures and protocols will be followed by the University.

If a missing student is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by university officials.

4. When a missing student is located, they will be asked to communicate with the individual(s) involved in reporting his/her disappearance. University officials will communicate internally on a need-to-know basis that the missing student has been located. All media requests will be referred to the Sullivan University System office.

Noise and Quiet Hours

Any activity such as playing stereos, watching television, playing a musical instrument, yelling, singing loudly, slamming doors, horseplay, running or any activity that creates a disturbance or can be heard outside one's room is prohibited in the residence halls. At all times, general courtesy should be exercised. Students are expected to demonstrate respect and comply with a request to reduce noise if asked by other students to do so. During finals week of each quarter, all halls will abide by a 24-hour quiet hour policy. At the beginning of the quarter, default quiet hours for all buildings will be 10:00 p.m. to 9:00 a.m. on Sunday through Thursday and 12:00 a.m. to 10:00 a.m. on Friday and Saturday. These times will be subject to change. In the Main Lobby, all students and guests will abide by a 24-hour quiet hours policy. Failure to adhere to the Quiet Hours will result in judicial action.

Online Misconduct

Students are cautioned that behavior conducted online can subject them to University and/or Office of Housing and Residence Life conduct action, such as harassment delivered by electronic media. This may include but is not limited to emails, phones, texting, ext... Student must be aware that items such as blogs, webpages, Facebook entries and similar online postings are in the public sphere, and are not private. These postings can subject a student to allegations of conduct violations, if evidence of policy violations is posted online. The University does not regularly conduct investigations for this information, but will take action if and when such information is brought to the attention of Office of Housing and Residence Life officials.

Painting Student Rooms

Student rooms may not be painted. Permanent alterations to student rooms are also prohibited.

Parental Notification for Alcohol and other Drug Violations

The Office of Housing and Residence Life will notify parents/guardians of students under 21 years of age when a student is found responsible for (1) violations of the drug policy, (2) a second violation of the alcohol policy, and (3) on the first violation of the alcohol policy when one or more of the following occurs:

1. The student demonstrates a reckless disregard for his or her personal safety or the safety of others;
2. Medical attention to any person, including the student, is required as a result of the student's alcohol related behavior;
3. There is property damage;
4. The student operates a motor vehicle under the influence of alcohol;
5. The incident involves another serious violation.
6. The student's alcohol-related behavior negatively impacts the learning environment.

Pets

Pets are not permitted in the residence halls. This includes newts, frogs, salamanders, turtles, birds, or any life form that can survive outside of water. Freshwater fish (in a tank no larger than 10 gallons) are the **only** pets allowed in Gardiner Point Residence Hall. Aquariums or tanks larger than 10 gallons are not permitted in the halls. Guest's pets are also not permitted in the residence halls.

Service animals may be allowed in the Residence Hall. Please see **Disability Services/Accommodations** for more details and required documentation. Requests will be considered on a case-by-case basis.

Posting Guidelines

Posting to Student Room Doors: RAs are permitted to post “door decs” for each student in their hall at the beginning of each quarter. RAs may also post flyers or reminders on their students’ room doors. Students are permitted to decorate their doors, but postings and decorations must be tasteful and appropriate. Decorations should not include vulgar language, photos/pictures exposing intimate anatomy, or photos/pictures displaying any illegal behavior.

Posting to the Halls: The Office of Housing and Residence Life restricts access to residence hall facilities to residents and their escorted guests, and individuals conducting official university business. For those recognized University student organizations and activities, non-profit organizations, and commercial enterprises who wish to advertise in the residence halls, the following guidelines have been established to assure our residents a safe and comfortable living environment as well as some degree of privacy. University student organizations and activities, non-profit organizations, and commercial enterprises who wish to publicize events, services or products in the form of a poster or flyer should send their materials to a Housing and Residence Life staff member for official approval. Approved flyers and posters will be distributed to the residence halls and posted by hall staff.

Organizations may also drop off flyers, posters, coupons, or souvenirs at the Office of Housing and Residence Life for approval and posting by hall staff. Only one posting material per event is allowed. All ads or flyers received will have a designated space in which they may be posted.

Priority in the common areas will be given to all Student Life-affiliated and recognized groups. The Office of Housing and Residence Life reserves the rights to not post ads or flyers that are not in accordance with the mission statement of the Office of Housing and Residence Life or University policies. Please note that items cannot be placed in student mailboxes that are not specifically addressed to an individual.

Markings or postings on exterior surfaces of the residence hall also are prohibited; this includes but is not limited to writing messages on sidewalks using chalk or tape.

Power Outages

Should the residence hall experience a power outage, students should remain calm and get a flashlight if he/she has one. If a student is in an unlighted area he/she should proceed cautiously to an area with emergency lighting and remain in that area until he/she hears from hall staff. A student in an elevator should remain calm and use the emergency call button or telephone to alert the police.

Power Strips and Extension Cords

Multiple-outlet connections are prohibited unless they are a "temporary" power strip (or box) with a built-in circuit breaker, carry an Underwriter's Laboratory (UL) approval, and have a maximum load of 15 amps. Power strips with surge suppressors do not meet this standard unless they have a built-in circuit breaker. Power strips should not be used in a built-in circuit breaker. Power strips should not be used in a series (one power strip plugged into another). Extension cords are allowed provided they are UL approved, in good condition, and plugged directly into a power strip equipped with built-in circuit breaker. Extension cords should not be used in a series (one cord plugged into another).

Pregnancy/Family

Students who are pregnant are permitted to live in student housing during the pregnancy. This information must be discussed with the Director of Housing in order to make sure that appropriate arrangements are made in the event of medical problems, the onset of labor, etc. Relevant information will be shared with those who have a specific need to know. Campus housing is designed for individual students. Sullivan University System does not provide family housing or married-student housing. Students with children, spouses, etc.

are encouraged to come to the Office of Housing and Residence Life for a listing of off-campus housing options.

Propping Doors

Outside doors should not be propped open (i.e., putting an object like a rock or book in front of the door to keep it from locking). Each student entering or leaving the hall should ensure that entrances and hall doors are secured and locked to prevent unauthorized entry. This includes holding a door for someone who does not live in the residence hall.

Room doors should remain closed at all times when the room is unoccupied. Leaving a room door propped open when the room is unoccupied could cause safety issues, and may result in judicial consequences. If a housing staff member finds a room door propped open, they will shut the door.

Residence Hall Lobby, Lounge, and Common Area Usage

Residence hall lobbies, lounges and common areas including those that are shared with University Dining are reserved for residence hall students' use only. University organizations, external organizations, and residents may not reserve or meet in any residence hall lobby, lounge, or common area. All lobby, lounge and/or common area programs or meetings must be sponsored by Housing and Residence Life staff. All lobby, lounge or common area reservations must be requested and approved by the Director of Housing and Residence Life.

Restoration Deposit

The restoration deposit is held until the student checks out. Should there be no excessive wear to their room and/or furniture; an appropriate amount will be credited back to the student's University account. An appropriate amount thereof will be used to restore the room after the student leaves the building. Students should not expect to receive the entire amount back. Damage or excessive wear occurring during the student's term of residence will be repaired or cleaned and paid for at that time. The student will be asked to pay for such repairs or cleaning without using the restoration deposit. This deposit is reserved for the student's final checkout.

Deposits are refunded after a student's check-out paperwork is processed and the room is checked by an RA. This process usually takes about a week, but can take longer at the end of the quarter when more people are moving out at once. Restoration deposit refunds are automatically credited towards the remaining amount owed to the University on the student's ledger. If a student does not owe the University any money, the refund will be credited to the Sullivan debit card received by the student upon moving into the hall. If a

student still owes the University but would like their refund back, they may contact the Business office to request their refund be credited to their Sullivan debit card.

Room and Roommate Changes

Room and roommate changes are made at the discretion of the Director. All roommates should first refer back to their Roommate Living Agreement forms (<http://housing.sullivan.edu/pdf/Roommate%20Living%20Agreement.pdf>) before approaching any Housing staff member in attempts to work through certain difficulties.

Residents are asked to make every effort to live with their current roommate(s). All roommate/room change inquiries MUST then go through the RA. It is important for these student-staff members to be aware of what is taking place on their halls and to attempt to provide some assistance. The RAs will always conduct a formal mediation process between the roommates before having the office staff meet with them. If the RA mediation process does not work, the roommates can then meet with an office staff member who will conduct a second, more formal mediation process. There will be NO roommate/room changes unless it is an extreme case. In other words, roommate/room changes are NOT simply going to be approved for no adequate reason. **No matter the situation, there will only be ONE roommate/room change per student per quarter.** So we encourage each student to try to work through difficult situations (both amongst themselves and with the help of Housing staff members) before assuming a change is imminent. **KEEP IN MIND:** there is no perfect roommate, whether you are male or female. No matter who you live with, there will be certain things you do not like about each other. It is imperative that you keep this in mind while living with someone in college, or elsewhere. Therefore, roommates should find a compromise on disagreements instead of simply attempting to change rooms or roommates.

Students may not move from their assigned rooms into other residence hall rooms without prior permission of the Director. Room or roommate changes are not made on the basis of race, color, religion, national origin, ancestry, sexual orientation, or physical ability.

Failure to complete the room change process appropriately and as expressed in the above procedures (e.g. not turning in paperwork or keys) will result in a **minimum** \$35 charge.

Room Entry and Search

The university reserves the right to inspect a room for damage or stolen property, to make repairs, and to check rooms at all break periods. The University reserves the right to enter rooms without a search warrant for any reasonable purpose. Periodic Safety inspections are performed by Housing and Residence Life staff members at least once per quarter in order to check on the safety and security of each room.

Safety and Security

Several practices and policies are employed at the University to ensure as safe a community as possible, but a key element is student cooperation. Exterior doors are locked 24 hours a day. However, each resident entering and leaving the hall should make sure that the entrances are secured and locked. Doors should not be propped open. Unauthorized entry should not be permitted. Also, students are not allowed to exit a residence hall through the emergency doors/fire exit except during an emergency.

It is important that students are security conscious in the halls, on the campus, and in the community. Students should be familiar with these safety precautions. Also, residents should be aware of their actions and the potential danger that could be inflicted on other persons or property. The violation of a safety policy will result in residence hall probation and/or termination of the housing contract. Protect yourself as well as your neighbors.

Sanitation and Personal Hygiene

Students are expected to practice appropriate personal hygiene (included but not limited to showering as necessary, having clean laundry, etc.) and to maintain an environment within their room and community which is sanitary. Perishable food items should be stored in sealed containers and/or refrigerated. Trash and food debris should be disposed of in the designated trash location on the residence hall floor.

Security Cameras

For the safety and security of residents and guests, security cameras are placed in the common areas of the residence halls (interior and exterior, excluding restrooms). These cameras are used for safety purposes only and will only be accessed by appropriate professional staff within Housing and Residence Life. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

Sexual Misconduct Policy

Any individual that believes he or she has been sexually assaulted should contact the police immediately and subsequently notify a Housing and Residence Life staff member as soon as possible. It is the policy of the University, at the victim's request, to make room changes as is reasonably available. Students desiring additional information on the University's ***Sexual Misconduct Policy*** may pick up an informative brochure in the Administrative Office.

Shuttle Service

The University provides shuttle service during the morning and afternoons. Schedules are provided at orientation and are also available in the Student Services Office. Housing Students are NOT allowed to park on the Sullivan University Main Campus or any Sullivan

University Controlled Property (which includes ALL auxiliary lots) except Gardiner Point Residence Hall.

Smoking

The University is a smoke-free campus. Smoking is prohibited in all buildings and outdoor areas (including the residence hall) except designated locations. Students who violate this policy by smoking in the residence hall or non-designated areas will be subject to judicial process.

Solicitation

Door-to-door distribution, solicitation, fund-raising, sales, or commercial activity are not permitted within the residence hall.

Sports in the Residence Halls

Sports activities inside the residence halls are not permitted. This includes but is not limited to playing hackey-sack, roller-blading, having water fights, and bike riding.

Termination

Disciplinary proceedings are commenced upon the report of a violation by University staff. Termination of the right for a student to reside in University Housing shall become effective upon delivery of written notice to the student. Student will have a maximum of 48 hours to remove his/her belongings and properly check-out with a Housing Staff Member.

Termination will be imposed for causes to include policy violations and/or other violations of the lease agreement and is based on the subjective judgment of University Administrators (i.e. Director of Housing and Residence Life, Hall Director, Associate Dean of Students, Dean of Students, or any other authorized University Official). The remaining charges (i.e. rent for the remainder of the lease agreement, assessment for repairs, etc.) will become due within 30 days of termination. **For more information on termination, refer to the termination appeal process in this manual.**

Theft

Theft or unauthorized possession of personal or university property is prohibited. Theft may be reported to local police authorities and will result in judicial action.

Tornado Warnings

If at any time the National Weather Service, state or local police communications or other information indicates that the University is in the path of an approaching tornado, a siren will be activated. When the signal sounds, all persons should seek immediate shelter from

the approaching tornado. You should leave your room; lock the door, move away from windows, and move to the center of the hallway, to the basement, or to the lowest floor possible. You should not leave the building.

Trash and Trash Rooms

Students are responsible for disposal of their trash. Students should empty trash into the proper garbage receptacles, located in designated areas of the hall. Students found to be improperly disposing of their trash will be subject to the judicial process.

Unauthorized Entry

Students must prevent unauthorized individuals from entering the residence hall. Students, guests, and/or residents may not enter another resident's room without their permission.

Vacation (Break) Periods

Residents Who Wish to Stay over Breaks:

Residents and their guests are not to be in the halls without permission from the Office of Housing and Residence Life during quarter breaks. Housing in Gardiner Point Residence Hall is provided to Sullivan University System students in accordance with official dates published in the academic calendar. Gardiner Point Residence Hall **does not** provide 12 month housing accommodations and is officially closed to student occupancy during the following break periods, **unless students fill out the Break Housing Application *and are approved***. Break housing applications are available in the office of housing and residence life, or housing website under the “Forms and Information” tab.

PLEASE NOTE: Students must submit a separate application for each break.

The Dining Room is closed during break periods (to reopen the Wednesday before classes begin) for several important reasons:

1. **Proper Care and Maintenance of Facilities:** Proper care and maintenance requires vacating of the kitchen/dining area and periodic shutdown and interruption of basic services to that area.
2. **Safety & Security:** During traditional break periods students leave the campus and vacate the residence halls, university offices are closed on holidays, and services and staffing levels are reduced. These factors combined require closing residence halls and dining facilities and restricting access to reduce safety and security risks.
3. **Staffing & Services:** Break periods are typically scheduled around major holidays and are popular times for university personnel to utilize holiday and vacation time, thus reducing staffing levels and service. University staff utilizes this time to conduct training programs for staff, work on special projects, prepare for the upcoming semester, and are not able to provide all services typically available during regular operations.

4. Cost: meal costs do not cover break periods. Providing these services would require the assessment of additional fees to cover all costs.

ELIGIBILITY FOR BREAK HOUSING: Please review the following policies and statements of responsibility. In addition to the following guidelines for eligibility, students who are requesting Break Housing must have no record of serious conduct violations (alcohol or substance abuse, residence hall or conduct probation, vandalism, security or safety violations etc.). Such violations will result in the immediate denial of your application.

BREAK HOUSING POLICIES & PROCEDURES:

1. ALL students needing to stay over break will be required to pay a daily fee of \$25. The fee is to be paid in full before break begins.
2. As always, the exterior doors of the residence hall will be locked at all times. Students will only be able to access their residence hall room through the front door of the building. Students must not prop open doors, give his or her building key to another person, or allow access to any unauthorized person. Please report any security or other problem(s) to Public Safety immediately (413-8888).
3. You are encouraged to exercise care and caution during breaks. More importantly, please report any suspicious individual to Public Safety (413-8888). Public Safety officers will patrol inside buildings on a regular schedule during breaks. A list of students authorized to stay in residence halls during break is provided to Public Safety. Any unauthorized student will be asked to leave the building and reported to the Office of Housing and Residence Life.
4. If requested by any university official (including RAs), you will comply in accordance with the Student Handbook and the Housing Manual. No one is permitted in the residence halls during break except those students whose application for break housing has been approved. No visitation by anyone (other than immediate family) is permitted during break. If you allow an unauthorized person access to the Residence Hall your break housing privileges will be revoked immediately.
5. The housekeeping staff will be cleaning the residence halls, and as such there might be temporary inconveniences. Residents are encouraged not to interfere with their cleaning process. Facilities and other university officials may have to enter any room for maintenance or other necessary up-keep of the residence halls.
6. All University policies are in effect over the break.
7. Violation of the above policies and procedures, other applicable university policies, and local, state, and federal laws during breaks are subject to immediate revocation of the privilege of being in the residence hall during break, double fines, and other sanctions as appropriate.

8. The cost of Break Housing is NOT covered under standard financial aid. **The cost of Break Housing will be due upon receipt of the application. The total charges are to be paid to the campus Business Office no later than the Friday of the 10th week of classes, prior to each break period. Failure to do so will result in being ineligible for Break Housing; NO EXCEPTIONS WILL BE MADE.**
9. There are NO returns, i.e. if you pay for X number of nights during the quarter break and decide not to stay that duration, there are NO refunds.

Residents Who Leave over Breaks:

It is recommended that the last resident to leave their room make sure that the following tasks are complete:

1. Leave the heater/air conditioner on low.
2. Unplug all electrical appliances except for aquariums and refrigerators.
3. Turn alarm clocks/timers off.
4. Empty all garbage from trash cans into trash room receptacles on each floor.
5. Close and lock windows.
 - a. First floor residents should close curtains.
 - b. Other floors should leave curtains open.
6. Turn off lights.

During the break, staff will check each room for safety and security reasons. Charges will be applied to students' ledgers if they do not meet requirements to food items and garbage over break periods. Dining room services will not be available during breaks.

Vehicles

Cars and other vehicles must be operated with maturity and good sense. Your car radio is for your personal enjoyment. Loud music blaring from cars is prohibited in the residence hall parking lot at all times. Parking under the overhang for excessive amount of time is prohibited. All vehicles must display current license plates and must be registered with the Office of Housing and Residence Life within the first week of each quarter. There is no guarantee of parking at the residence hall; carpooling from hometowns is recommended. Guests of students should get temporary parking passes at the reception desk. Guests are subject to ticketing if they do not display a temporary permit in their vehicle. Guests may park in any available spots in the Gardiner Point parking lot. Unsightly and abandoned vehicles (including vehicles with flat tires, broken windows, leaking fluids or in obvious need of repair) are not permitted in the Gardiner Point Residence Hall. Repairs, oil changes, and vehicle washing are not permitted anywhere on University premises unless

specialized facilities are provided. Reckless driving and speeding in the parking lot is also not permitted. Posted speed limit is 10 MPH in the parking lot.

Violence

Any physical altercation or conduct that threatens or endangers the health or safety of another person will be construed as violence. This would include but is not limited to fighting, scratching, slapping, wrestling, biting, assault, and rape. Students found responsible for any act of violence will be subject to the judicial process and will likely be terminated from the housing contract.

Visitation

Guests from outside the hall (regardless of gender) will be permitted to visit during the following days and hours:

- Sunday – Wednesday 7 a.m. to 12:00 am.
- Thursday – Saturday 7 a.m. to 2:00 a.m.

See **Guest and Escorts** for overnight guest details.

Weapons

Weapons are not permitted in the residence halls. This includes but is not limited to firearms, ammunition, explosives, tear gas, knives over 2 inches long (those not used for culinary class purposes), pellet guns, wrist rockets, catapults, dart guns, and devices that propel objects through the air. Recreational weapons such as but not limited to sling shots, stun guns, pellet guns, taser guns, air soft guns, etc., are not permitted in the residence halls. Objects that are used in the martial arts, such as nun chucks and bolas, and those used in hunting, such as bows and arrows, are not permitted in the residence halls. Students who use an object in the form of a weapon to injure someone are subject to discipline under this policy. Residence hall staff may search a room if there is reason to believe a weapon is located in the room. Violation of this policy may result in termination of the housing contract.

The only exception to this policy is culinary knives for culinary students are permitted.

Website

Students and/or family members interested in knowing more about Housing and Residence Life and Gardiner Point Residence Hall should visit the departmental website at: <http://housing.sullivan.edu/>. The navigation tabs on the left-hand side of the website will guide one through to meet the staff, check out the most popular housing forms, submit maintenance work orders, check out some important academic resources, and view the FAQs. For more on this website, please call us at 502-213-8330 or e-mail us at gardinerpoint@sullivan.edu.

Weekends

Students leaving the residence hall for the weekend or any extended period of time must check-out at the Reception Desk by simply letting the staff member know so they can record this information for Housing and Dining purposes, and for safety reasons.

Windows

Window draperies or blinds are provided in every student room and may not be removed or replaced. Students may hang personal drapery in addition to the ones installed. Personal drapery should not be visible from outside the window. Students are prohibited from displaying items, such as but not limited to, posters, personal displays, lights etc. in hall windows.