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WELCOME TO GAMECOCK LIVING!

Welcome to Jacksonville State University and your residential community! Here in Gamecock Housing, it is our mission to provide a residence life program that fosters community and the growth of each individual. We want our students to make Gamecock Housing their home away from home. It is our belief that you will find your place in Housing and enhance your community through joining its goals and purposes.

This guide is provided so that you may know the policies, procedures, and information relative to residential life at Jacksonville State University. Please read this guide carefully and keep it on hand for easy reference. As a responsible member of the JSU Residence Life community, every resident will be responsible for becoming familiar with each item in this guide.

We hope that this year is full of personal growth and educational accomplishments. The residential community is an environment where you can live and learn. We ask that you allow the Residence Life Staff to assist you in the community and know that we are here to support you!

It’s Great to Live in Gamecock Housing!
Student Rights and Responsibilities

ACUHO-I Statement of Residents’ Rights and Responsibilities (Revised 2002)

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
• To participate actively in self-governance.
• To participate in housing departmental committees as requested.
• To express themselves individually, or by association with groups.
• To participate in judicial proceedings to determine appropriate standards of behavior.
• To contribute positively to the community by participating in educational and developmental activities.
JSU Residence Life Staff

The Office of the Department of University Housing and Residence Life at JSU is located in Room 103 of Bibb Graves Hall. The Housing office is open from 8:00 a.m. – 4:30 p.m., Monday through Friday and is closed on weekends and holidays. The Housing office has overall responsibility for most facets of residence hall/apartments and housing programs and services. It also maintains all housing records including incidents, room assignments, room selection information, and other housing related documents.

Each residential area is staffed by well-trained professionals and paraprofessionals who are available to help you make the most of your on-campus living experience. All staff members are trained to provide leadership, assistance and support. In order to ensure that a resource person is available to residents nightly, each residential area will have a Resident Assistant (RA) on-call daily from 4:30 p.m.–7:00 a.m. The RA on-call will be available in his/her room unless they are responding to an emergency or conducting rounds. Resident Assistant on-call signs are posted at the front desk of each residence hall. A UHRL Staff member will also be located at the front desk twenty-four hours a day. Residents in the apartment area and houses will need to contact the Apartment Area office at 256-782-8336 between 8:00 a.m. to 4:30 p.m. After 4:30 p.m., residents may contact the Apartment RA on-call via mobile phone at 256-689-6420.

The JSU Housing and Residence Life staff includes the following professional and paraprofessional team members throughout each area:

PROFESSIONAL STAFF

RESIDENCE LIFE COORDINATORS

Residence Life Coordinators (RLCs) are full-time professional staff members who supervise the Assistant Residence Life Coordinators (ALRCs), Resident Assistants (RAs), and Desk Assistants (DAs) within their respective residential areas. Their primary job is to coordinate their area and maintain an environment conducive to learning, growth and development. Residence Life Coordinators are trained in crisis intervention and manage the daily operations of their specific area. The Residence Life Coordinators in their professional roles seeks to provide administration, supervision, educational programming, and counseling in the residence hall or apartment setting. The Residence Life Coordinator provides mentoring and leadership to his/her Residence Life staff and to students of the community. It is important that the RLC fosters an atmosphere conducive to learning and living and accomplishes the goals of the institution, Academic and Student Affairs, and the Department of University Housing and Residence Life.

Each hall is staffed by a Residence Life Coordinator, who may or may not live in the building but is responsible for the building. In addition, there is a Residence Life Coordinator on-call 24 hours a day for the entire University Housing area. The Residence Life Coordinator is the resident’s immediate contact source in the event that they feel the Resident Assistant or Assistant Residence Life Coordinator did not address the situation properly.
STUDENT STAFF

ASSISTANT RESIDENCE LIFE COORDINATORS

Assistant Residence Life Coordinators (ARLC) are graduate students who assist in the administration and direction of all activities associated with the operation of the residential areas. The Assistant Residence Life Coordinator (ARLC) assumes the responsibility for the residential areas in the absence of the Residence Life Coordinator (RLC). The ARLC is the primary supervisor for all day and night time desk assistants employed with University Housing and Residence Life.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are full-time students who are chosen for their positive attitude, leadership potential, ability to relate interpersonally and sense of commitment. The RAs are your primary resource for information and assistance. RAs are on-call evenings and weekends to assist you with problems or emergencies. Resident Assistants (RA) report directly to the Residence Life Coordinator (RLC), and work closely with the residents on the floor or area to which they are assigned. Resident Assistants serve as a resource, explain and enforce University Housing and Residence Life policies, respond to emergency situations, sponsor social and educational programs, offer general assistance and support, and promote the growth of a positive learning community on the floor or area and in the building.

DAY DESK ASSISTANTS

The Desk Assistant (DDA) is a Housing staff member responsible for covering shifts at the main desk of each residential area’s office. The Day Desk Assistant serves as a customer service representative for the Department of University Housing and Residence Life and the JSU community as a whole. The Day Desk Assistant’s primary responsibilities include monitoring who enters the residential area and answering questions about the University. The Desk Assistant also log in visitors, receives and document telephone calls, and monitors lobby telephone usage. If you are interested in position as a Day Desk Assistant, please apply online at www.jsu.edu/depart/rlmn.

NIGHT DESK ASSISTANTS

The Night Desk Assistant (NDA) works in the residence hall from 11:00 p.m. until 6:00 a.m. on weekdays and 12:00 a.m. until 6:00 a.m. on weekends. Their responsibilities include making sure all exterior doors are closed and locked, monitoring who enters the residence hall. They serve as an added security measure to ensure a safe living environment in our halls. The NDA reports any suspicious activities in and around the residence halls. They are required to document all occurrences and perform rounds of their specific area.

STUDENT WORKERS ON ASSIGNED TASK (S.W.A.T.)

Student Workers on Assigned Tasks (S.W.A.T.) are a valuable part of the University Housing and Residence Life team at Jacksonville State University. S.W.A.T. is responsible for ensuring that any duties assigned to them are completed in a timely, efficient manner.
The following are example responsibilities: work outdoors in all weather conditions; pick-up debris on campus grounds; water plants; blow debris with a leaf blower; move furniture to areas around campus; clean apartments, offices, etc.; and all other duties as assigned.

OTHER HOUSING AFFILIATED DEPARTMENTS

BUILDING SERVICES

Housekeeping Services are assigned to each residential community and care for only the common areas, not your personal space. Housekeeping staff is under the direct supervision of the Physical Plant.

POLICE PATROL

Police officers routinely patrol the residence halls, apartments, and parking areas. These officers are dedicated to aiding students and staff, while maintaining law and order in and around these areas. For more information regarding the Police Patrol, contact the JSU Police at 256-782-5050.
Important UHRL Information

The following information consists of important policies, procedures and information that will be helpful as you reside in JSU Housing and Residence Life. Please review the information and continue to use it as a resource throughout the academic year.

1. ABANDONED PERSONAL PROPERTY

Any/all items of personal property remaining on University premises following the termination of student housing and/or residence life agreement shall be deemed to be abandoned and discarded personal property. Such abandoned personal property shall be held by the Department of University Housing and Residence Life for a period of ten (10) days. If the property is not claimed by the student within the ten (10) day period, the property shall be destroyed or discarded by the University.

Jacksonville State University and the Department of University Housing and Residence Life assume no responsibility or liability, in any way or manner, for maintenance, protection or safekeeping of abandoned personal property or any personal property on University premises.

2. AGREEMENT RELEASE REQUEST

The Agreement Release Request is intended for current resident seeking to break his/her Housing lease agreement. Reason for Request must be typed and submitted with the form. All documentation must be submitted with the Request. Under the following circumstances, a typed letter is not required; however, documentation must be submitted. Releases granted for these reasons are not subject to the $300.00 cancellation fee. *Release for medical condition will be decided on a case-by-case basis.

Deposits will be refunded of forfeited as stipulated below.

- Graduation (deposit refundable) (Proof of graduation from Registrar’s Office required)
- Marriage (deposit forfeit) (Copy of marriage license required)
- Student teaching or internship (deposit forfeit) (Documentation from advisor required)
- Withdrawal* (deposit forfeit) (Documentation from Registrar’s Office required)
  *If you withdraw from JSU and then re-register within the same academic year, you will be financially responsible for the remainder of your housing contract.
- Transfer* (deposit forfeit) (Documentation required)
  *If you transfer from JSU and then re-register within the same academic year, you will be financially responsible for the remainder of your housing contract.
- Medical condition* (deposit forfeit) (Proof of medical history)
- Military – Active Duty (deposit refundable) (Documentation required)

IF THIS REQUEST IS APPROVED, YOU MUST CONTACT YOUR RESIDENT ASSISTANT AND SCHEDULE A MUTUAL TIME TO PROPERLY CHECK OUT WITHIN THREE BUSINESS DAYS. Failure to properly check out will result in your
student account being charged the appropriate monetary penalties (see list of “Common Residence Life Charges” in the Guide to Residence Living).

Please note that if a student is having issues with his/her current housing assignment, the student must first contact the Residence Life Coordinator and submit a Room Change Request form prior to submitting an Agreement Release Request. If University Housing is unable to accommodate the student’s room change request, then the student will be permitted to submit an Agreement Release Request. The request will then be forwarded to the Housing Appeals Board which meets the second Tuesday of each month. **To have an appeal reviewed by the Housing Appeals Board, a resident must type a formal appeal letter. The letter should state the issue to be reviewed, the reason for review, and the expected outcome along with this completed form. Supporting documentation should accompany the letter and should also be typed. Letters must be submitted to the University Housing and Residence Life Office, Bibb Graves room 103.**

If you are a current resident requesting to be released from your lease agreement for the upcoming spring semester, please complete and submit this form to the Department of University Housing and Residence Life by **November 15th**. All other requests must be submitted by the last day of the month prior to the month in which the letter is to be reviewed. University Housing and Residence Life recommends that you remain in your current assignment until a decision is made by the Housing Appeals Board. If the Housing Appeals Board does grant an appeal, the signature date on the Agreement Release Request will determine if the resident will be granted a housing rent refund. The signature date will also determine if additional housing charges will be applied to the student’s account.

All decisions regarding the Agreement Release Request will be e-mailed to the student’s JSU e-mail account within three to five business days following the Housing Appeals Board meeting. Decisions will not be given over the phone or to third parties.

If the Board finds there is cause to grant an appeal but supporting documentation is necessary to justify granting the appeal, the student will be notified by e-mail through his/her JSU e-mail account to provide the documentation. The student will be given a week from the day the email is sent to provide the documentation or notify the Housing office. If the student does not respond, the appeal will be deemed as denied.

**If the request is approved, the student will forfeit his/her $100.00 housing deposit. The student will be charged an additional $300.00 cancellation fee. IF THE REQUEST IS DENIED AND THE STUDENT STILL CHOOSES TO VACATE THE ASSIGNMENT, THEY WILL FOREIT THE $100.00 HOUSING DEPOSIT AND WILL BE RESPONSIBLE FOR THE REMAINING CONTRACT RENT.**

### 3. ADMINISTRATIVE DISMISSAL

Administrative dismissal is the immediate dismissal of an individual from University Housing and Residence Life, as authorized by the Director of University Housing and Residence Life, when the continued presence of the student in housing constitutes a threat to the health, safety, or well being of other students or the housing facilities. At the time a student is summarily dismissed, the student will be informed of his/her right to a hearing in accordance with the Student Disciplinary Policies and Procedures. The student shall be
allowed to remain in housing for the duration of his/her appeal process and until a decision is rendered. If the student’s appeal is granted, the student shall remain in housing for the term of the lease. If the student’s appeal is denied, the student shall vacate his/her housing assignment at the discretion of the Assistant Director of University Housing and Residence Life on a case-by-case basis. Upon dismissal, all costs will be assumed by the evictee. Due to disciplinary dismissal, the evictee is responsible for paying the remaining portion of the lease agreement and the deposit will be forfeited.

4. ALCOHOL POLICY

University Housing and Residence Life recognizes that college students are adults and should be treated in such a manner. Therefore, while not condoning alcohol use, University Housing and Residence Life allows those of legal drinking age to responsibly consume alcoholic beverages in an apartment/house/room. However, University Housing and Residence Life and Jacksonville State University will hold any student accountable should it be discovered that they violated Alabama State law, created a disturbance, or posed a danger to themselves or others as a result of consuming alcohol. There are several actions that are permissible in University Housing in dealing with alcohol violations:

• Names and photo identification will be taken from all students in any room/apartment/house where a staff member believes a violation has taken place. This also includes serving alcohol to underage persons on University Housing premises.
• Students, particularly those who are not of legal drinking age, who choose to violate this policy, face the risk of having the Lease Agreement terminated in addition to other serious sanctions.
• Behavior, while under the influence, that is loud or disruptive interferes with the cleanliness of any residential facility, or poses a threat to the health or education of another individual is a violation of the alcohol policy.
• Misrepresentation of age to obtain alcoholic beverages or the brewing and/or distilling of alcohol in any residential facility will not be permitted.
• Students that are 21 years of age or above are not permitted to store alcohol in their room if their roommate is a minor that is below the age of 21. This behavior is considered contributing to a minor and must be regulated.

5. ANTENNAS/SATELLITE DISHES

Residents in university owned houses may contact Cable One at (256) 236-7034 for service. Satellite dishes are prohibited.

6. APPEALS PROCESS FOR ADMINISTRATIVE CHARGES/DAMAGES AND LEASE AGREEMENT RELEASE:

• The University Housing Appeals Board (Board) will meet the second Tuesday of each month with the exception of December.
  o The meeting for December will be the first Tuesday of the month due to Christmas break.
• The Board reviews appeals concerning housing charges (i.e. rent, fines, etc.).
A student has one (1) academic year after a charge has been assessed to his/her JSU student account to appeal a charge. After one (1) academic year, a charge cannot be appealed.

- To have an appeal reviewed by the Board, a student must type a formal appeal letter.
  - The letter should state the issue to be reviewed, the reason for review, and the expected outcome.
  - Supporting documentation that was not available at the time the charge was assessed should accompany the letter and should also be typed.
  - Letters must be submitted to the University Housing and Residence Life Office, Bibb Graves Hall room 103, by the last day of the month prior to the month in which the letter is to be reviewed. Letters submitted during breaks should be postmarked prior to the last day of the month.
  - Emailed and faxed letters are acceptable.
  - Letters are collected by the Housing liaison and are copied and distributed to the members of the Board via campus mail with the exception of the RHA student, who receives a copy from the Housing and Residence Life Office.

- Members of the Board will review the letters prior to the scheduled meeting, and be prepared to discuss the appeal with the other members and make a decision.
  - The Housing liaison will clarify Housing policies relative to the appeal and explain why the charge was assessed.
  - The Housing liaison does not vote.
  - Decisions are determined by a majority vote of members.

- Students are notified of the decision on their appeal by e-mail through the student’s JSU e-mail account. Decisions will not be given over the phone or to third parties.

- When there is insufficient evidence provided by the student to determine a decision, the student will be notified by e-mail through the student’s JSU e-mail account to resubmit his/her appeal with additional information for the subsequent meeting of the Board.
  - A student may choose not to resubmit his/her letter and no further action will be taken by the Board or Housing office.

7. APPLIANCES

University Housing and Residence Life does not reimburse for spoiled food or damages to personal property due to appliance issues. Residents should purchase renter's insurance (See Renter’s Insurance). All residents of University Housing and Residence Life should pay careful attention to the listed items below. Apartments are allowed to have items that are not allowed in the Residence Halls. Any questionable items should be discussed with the University Housing and Residence Life personnel in your particular area. Further questions concerning watts or other issues can be directed to the Housing Office in 103 Bibb Graves Hall or at 256-782-5122.

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tr>
<td>Microwaves</td>
<td>VCRs/DVDs</td>
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<tr>
<td>Refrigerator</td>
<td>Computers</td>
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<tr>
<td>Irons</td>
<td>Radios</td>
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<td>Coffee pots</td>
<td>Humidifier</td>
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<tr>
<td>Curling irons</td>
<td>Dehumidifier</td>
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<td>Space heaters</td>
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<td>Window A/C</td>
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<td>Sandwich makers*</td>
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<td>Grills*</td>
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<td>Crock pots*</td>
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<td>Fry daddy*</td>
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<tr>
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<td>Griddles*</td>
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8. **BICYCLES**

Bicycles that are chained to outside fixtures, other than bike racks, will be removed by the University Police Department. Bicycles should not be chained indoors in hallways, stairwells, laundry rooms, hallways and other common areas, as this creates a safety hazard. Bicycles kept indoors should be stored only in rooms/apartments. Neither University Housing and Residence Life nor the University Police Department (UPD) will assume any responsibility for damage to bicycles, chains, or locks.

9. **CABLE**

Standard cable including HBO is provided to residents in the residential areas.

10. **CHECK IN/CHECK OUT PROCEDURES**

Prior to your arrival make sure all fees have been paid and that you have photo identification available. Your room/apartment/house was pre-inspected and existing conditions are listed on the RCR, ACR, or HCR for your assignment. All students are responsible for completing, and returning to their RA, a room condition report (RCR) for residence halls, an apartment condition report (ACR) for apartments, or a house condition report (HRC) for houses. These forms must be completed during check-in. Students failing to return an RCR, ACR, or HCR within 48 hours will be responsible for all damages observed during health and safety or at check out. At the time of check out, each student is responsible for having his/her room, apartment or house inspected by a resident assistant. The student is responsible for any damages that were not specified on the condition report at check in. If a student fails to follow check-out procedures, in addition to any damages found, he or she will also be charged $50.00 for improper checkout. By failing to follow the proper check-out procedures, the student may forfeit his or her right to contest any damage charges. The proper procedures to vacate your assignment are detailed below along with a listing of possible damage charges, this list in not all inclusive.

**Winter Check Out**

Winter check-out is mandatory during the winter break. Residents will be required to sign a winter check out form and turn in their key. Residents must be pre-registered for the spring semester and have all fees paid in order to check in and receive their key after returning from winter break. Please note that residents do not have to remove all of their personal items from the room for winter check out. Residents are encouraged to pack what they will need for the winter break. Residents not returning for the spring semester should properly vacate their assignment following normal check out procedures. Continuous housing residents (Sparkman Hall) are allowed to remain in their assignment during all breaks and
holidays. However, pre-registration is required for continuous housing residents to remain during the winter break.

11. CHECK-OUT PROCEDURES

Agreement Release Requests are available in the Department of University Housing and Residence Life. University Housing and Residence Life will rely on this departure date to reassign the space. Failure to vacate the room/apartment/house on the date specified, without subsequent notification to the Department of University Housing and Residence Life, will result in default of the University Housing Lease Agreement and may make you liable for all costs incurred and/or damages suffered by JSU as a result of the default. In addition, there will be a charge of $50 per day for each day you hold over (failure to vacate) up to the cost of the semester or term.

Before vacating your assigned room, apartment, or house please complete the following:

- Contact your Resident Assistant, Assistant RLC, or Residence Life Coordinator to set-up a mutually convenient time to vacate.
- Remove all personal property from the room/apartment/house.
- Clean your room/apartment/house (dust, sweep and mop), including the bathroom and kitchen areas (if applicable).
- Empty and clean your Microfridge unit or refrigerator (if applicable).
- Empty and clean your oven and stove (if applicable).
- Make sure your room/apartment/house has the original furniture and fixtures in original positions at the time of your check-in.
- Remove any decals/stickers (including adhesive residue), nails, tacks, tape, etc. from doors, walls, floors, ceilings and windows. You will be liable for any damage to your room/apartment/house, appliances, furniture and/or fixtures.
- Remove all trash from the room/apartment/house.
- Empty all drawers and closets and leave them open for inspection by a Resident Assistant, Assistant RLC, or Residence Life Coordinator.

Once a Resident Assistant, Assistant RLC, or Residence Life Coordinator has inspected your room/apartment/house and verified that all of your responsibilities have been completed, you will be allowed to turn in your room key and sign your RCR, ACR, or HCR.

12. CHILDREN

The University provides no supervision of children in University Housing and Residence Life (UHRL). Residents are responsible for their children’s behavior and safety. Children must be in the custodial care of the student lease holder and/or spouse of the lease holder to be considered co-residents. Birth and/or Marriage Certificates must be provided to University Housing prior to an assignment being made for these facilities (Jax Apartments and University Owned Houses). The Department of UHRL will not assume liability for injury or accidents involving minors within or on the property of any UHRL facility.

13. COMPLIANCE (FAILURE TO COMPLY)
All members of the JSU residential community and their guests are expected to comply with the directions of University officials (Resident Assistants, Desk Staff, Assistant Residence Life Coordinators, Residence Life Coordinators, University Police, etc.), acting in the performance of their official duties. This includes, but is not limited to, identifying oneself and producing valid identification, changing one’s behavior when asked, or attending a scheduled disciplinary meeting or conference when requested.

14. COMPLAINTS

Most problems that arise in the residence halls/apartments/houses can be solved in the hall or area of origin. Residents who have problems should consult their Resident Assistant. The RA may decide that it is necessary for an Assistant RLC or Residence Life Coordinator to intervene. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the Assistant RLC or Residence Life Coordinator. The resident should make an appointment with the appropriate ARLC/RLC through the hall’s front desk. Residents who are still dissatisfied with the ARLC/RLC response may then make an appointment with the Assistant Director. These appointments should be made through the University Housing and Residence Life Office at 256-782-5122. (The concern will need to be briefly described in order to determine the appropriate Housing official with whom to make the appointment.)

15. COURTESY AND QUIET HOURS

Communication is the key! Each member of the community is expected to confront noise which they consider disruptive prior to contacting a Residence Life staff member for assistance. If you have a problem with the noise level of a neighbor, talk to them and try to work it out.

16. ELIGIBILITY TO LIVE IN UNIVERSITY HOUSING AND RESIDENCE LIFE

Access to University Housing and Residence Life is limited to students who are admitted to Jacksonville State University and that are enrolled as an undergraduate or graduate student at Jacksonville State University. As an additional eligibility requirement, a student must be in “good standing”. Good Standing means a student is not on academic or disciplinary suspension. The student will be required to satisfy these eligibility standards throughout the term of the Lease and to inform the Department of University Housing and Residence Life of any changes in his/her status that may affect eligibility. The Director of University Housing and Residence Life or his/her designee must approve any exceptions.

17. EMERGENCY PROCEDURES

MEDICAL

- In the event of a medical emergency – call 256-782-5050 or 256-782-6000.
- When making an emergency call, give your name, a clear description of the problem, and your location (including floor and room).
- Immediately following this call, please contact your residence hall staff for on site assistance.
• All residence halls have an RA on-call between the hours of 4:30 p.m. – 7 a.m. An Assistant RLC and Residence Life Coordinator is on-call twenty-four hours a day, seven days a week. Contact the RA on-call first if you need the assistance of the ARLC/RLC.

MAINTENANCE

• A maintenance emergency is …
  o Overflowing water from water heater, sink, shower, or toilet.
  o Complete power outage.
  o Smoking or sparking appliances.
  o Sewer problem indicated by a toilet not flushing, sink or shower not draining.
  o Unsecured or broken entry door or completely broken window depending upon extent and location of damage.
  o No hot water.
• In the event of a maintenance emergency contact your RA, Assistant RLC, or Residence Life Coordinator.
• Give your name, a clear description of the problem, and your location (including floor and room).
• All residence halls have an RA on-call between the hours of 4:30 p.m. – 7 a.m. An Assistant RLC and Residence Life Coordinator is on-call twenty-four hours a day, seven days a week.

18. EVICTION PROCESS

A student’s occupancy in University Housing and Residence Life may be terminated upon 24 hours written notice at the discretion of JSU for the, not all inclusive, understated reasons.

• Student defaults in the payment of housing or any university fees/charges.
• Student violates the terms of the lease agreement.
• Student misrepresents any material facts submitted to JSU.
• Student ceases to be eligible to live in University Housing and Residence Life.
• Student’s behavior or that of his/her visitors is such that, in the opinion of JSU, infringes upon the rights of others to peaceably enjoy the use of University Housing.

If JSU determines that the student’s continued occupancy poses a threat to the health and safety of the student or others or would endanger JSU property, JSU shall have the right to terminate the student’s occupancy immediately and to enter the premises to remove the student’s property.

If a student’s Lease is terminated, that student will receive written notification of his/her eviction that will designate a specific date and time upon which the student must vacate his/her assignment. The student will schedule an appointment with the Residence Life Coordinator to properly vacate (see Check In/Out Procedures). If the student fails to vacate his/her assignment by the designated date and time, University Housing and Residence Life will place a lock block or lock change on the door of the assigned space to prevent entry.
The student will forfeit his/her housing deposit and will be responsible for any outstanding fees, charges, or rent owed to Jacksonville State University.

19. FOOD SERVICES

Food services on campus are available through Sodexho Dining Services. Several meal options are available. For information, please contact Sodexho at 256-782-7242.

20. GENERAL EXPECTATIONS

In the residence halls, where a large number of people with varying lifestyles live in close proximity, policies and procedures are necessary to promote the general welfare for the community. There are behaviors that are prohibited because they disrupt the development of a positive community atmosphere and infringe upon the rights of other students. It is your responsibility as a resident to be familiar with and abide by the guidelines that have been established. You will be held accountable for your actions if you fail to adhere to these guidelines. Infractions of residence hall policies and regulations may result in disciplinary action, including, but not limited to, dismissal from the residence hall. We have a responsibility to the student and the community, and we will not hesitate to terminate the housing lease agreement of a student who disrupts the welfare of the residence hall community.

21. GRILLS

Small charcoal grills are available near designated residence halls and apartments for your use. Before disposing of charcoal, make sure they are in a non-combustible/flammable state. Grills (gas, propane, or charcoal) are not permitted in any University owned residence hall or apartment. Grills are permitted in University owned houses; however, they must be used at least 10 feet from the rear side of the house, and must also be stored up against the rear side of the house when cool and not in use.

22. HALL CLOSINGS

Breaks and Holidays

Residence Halls close for the winter break and spring break. Residents are required to vacate their rooms during hall closings by the specified date and time that will be posted in the residence halls. During winter and spring break, students may leave their personal belongings in their rooms. However, University Housing will not be responsible for theft or damage to personal belongings. Winter check-out is mandatory during the winter break. Residents will be required to sign a winter check out form and turn in their key. Residents must be pre-registered for the spring semester and have all fees paid in order to check in and receive their key. Residents not returning for the spring semester should properly vacate their assignment following normal check out procedures. Continuous housing residents are allowed to remain in their assignment during these breaks and holidays. Pre-registration is required for continuous housing residents to remain during the winter break.

Summer Terms
Sparkman Hall, the apartments, and houses are continuous housing facilities. During the summer terms, housing residents residing in halls other than Sparkman Hall will be required to relocate to Sparkman Hall. Residents are required to pay rent during the summer terms and August. Continuous housing residents will move to their fall assignments in August.

Students who reside in university owned apartments and houses must apply for the entire summer term in order to maintain their current assignment for the upcoming Fall/Spring academic year. Students who do not re-apply for their apartment or house will be placed on the waiting list by the date of their application and assigned as a new student.

**August Housing**

Housing is provided on a case by case basis to students who require accommodations during the month of August. Students may obtain an application from the University Housing and Residence Life office at Bibb Graves room 103. The application must be submitted 30 days prior to the last day of Summer II classes. The applicant must have an assignment for the upcoming fall semester with the Department of University Housing and Residence Life and be pre-registered for the fall semester. If the request is approved, the applicant will be required to complete an application/lease agreement and pay rent prior to the Summer II check out date. Applicants who fail to do so must vacate their assignment by the check out date. Refer to the Summer Schedule Booklet for dates. If possible, every attempt will be made to place residents in their permanent assignment for the fall semester. However, if this is not possible other accommodations will be arranged.

**Marathon Housing**

University Housing and Residence Life provides Marathon housing as it corresponds to the May, Summer I, and Summer II terms. Rent charges for Marathons are dependent upon the term or terms that the Marathon runs through. If a Marathon runs through more than one term, residents are responsible for rent for each term, even if the Marathon ends prior to the end of a term. Marathon residents are not required to vacate their assignment until the end of the term. Cancellations for Marathon housing must be received within ten (10) days prior to the move-in date. Refer to the Summer Schedule Booklet for dates.

23. **HEALTH AND SAFETY INSPECTIONS**

Monthly health and safety inspections are conducted by resident staff. RAs will visit your room, apartment, or house monthly to check for compliance with fire and safety regulations, maintenance repairs, and cleanliness of bathrooms and kitchen facilities in the apartment area and houses. The RAs will also be checking to ensure that your room, apartment, or house meets fire safety standards. If necessary, your RA will forward the inspection information to maintenance staff. Maintenance staff will enter your room to complete a repair just as if you had placed a work order.
24. HOUSING DEPOSIT REFUND STIPULATIONS

Housing deposits may be refunded if a student submits a cancellation notice online for the fall semester by July 1st. New incoming students may submit a cancellation notice online for the spring semester by November 1st.

Cancellations for the summer terms must be received ten (10) days prior to the move-in date. Confirmation dates are published online and are subject to change by action of the Registrar’s Office. University Housing and Residence Life provides Marathon housing as it corresponds to the May, Summer I and Summer II terms. Therefore, cancellations for Marathon housing corresponds to the cancellation date for the May, Summer I or Summer II term with which it begins.

All cancellation notices must be received by the Department of University Housing and Residence Life by the required deadline in order for a deposit refund to be issued. If cancellation notice is received after the deadline the student’s deposit will be forfeited. A $100.00 processing fee will be applied to those who change or cancel their 12 month lease after the April 15th deadline.

Housing deposits may also be refunded at end of the nine month academic lease agreement if all obligations have been satisfied, and the resident has not applied for housing for a subsequent term or semester. All refunds are applied to your Jacksonville State University student account within 2-6 weeks after a request is received.

The Department of University Housing and Residence Life can only credit a refund through the student’s Jacksonville State University student account. If the student has a balance, the deposit credit will be applied to that balance. If the balance is less than the credit, or the student has a zero balance, the Bursar’s Office will schedule to have a refund check mailed to the address indicated on the student’s account. Students who have questions concerning when and/or where the check was mailed should contact the Bursar’s Office at (256) 782-5463 or (256) 782-5459.

25. INCLEMENT WEATHER

In the event of a Severe Weather Warning, all residence halls are marked as shelters. You should move to the basement of the halls. Residents of the apartment area and university owned houses should move to Leone Cole Auditorium. Please review the Resident Safety Brochure for additional information.

Tornado Watch

This means that conditions are favorable for a tornado to form in the area. Please tune your radio or TV to a local station for information and advice from local authorities or the U.S. Weather Bureau. A tornado can come from any direction, but usually approaches the area from the south or southwest.

Tornado Warning

This means that one or more tornadoes has been sighted in the area and may strike at any time. TAKE SHELTER IMMEDIATELY when a tornado warning is issued. The Civil
Defense will usually sound a siren to warn of a tornado in the area; radio and TV stations will make announcements. Basements, interior corridors and underground shelters offer the best protection. If you are outside, lie flat in the nearest ditch, culvert, excavation ravine or low spot.

26. MAIL SERVICE

Mail service is available on the fourth floor of the Theron Montgomery Building. Packages may not be delivered to the Residence Halls, Apartments, or the Housing Office.

27. MAINTENANCE

If an item in your room, suite, or apartment requires repair or maintenance, please report the problem directly to your Residence Life staff. Persons in houses should contact the Residence Life Coordinator for the apartment area at 256-782-8336. The University reserves the right to allow staff members to enter rooms/suites/apartments/houses to examine, inspect and maintain all of the University housing facilities. Students are not allowed to do their own repair work or bring in outside contractors. Health and Safety Inspections for all facilities are performed monthly by staff members. To report problems after hours, residents should notify the Resident Assistant on-call.

28. PAYMENT FOR UNIVERSITY HOUSING

Students

For persons living in University Housing the following applies:

- Housing fees are due in full by the confirmation date of each semester or term. Please see the registration schedule booklet each semester or term for confirmation dates.
- Please note that any monies owed to the University, including rent, will be deducted prior to the disbursement of any financial aid to the student.
- It is the responsibility of the student to assure that all housing fees have been assessed and paid on their student account.

Houses with Roommates

In University owned houses with roommates, rent is divided per semester or term in relation to the number of roommates. Each roommate is responsible for his/her portion of the rent.

- During an academic year if a roommate properly vacates in the fall semester and does not register for spring semester classes, the remaining roommates are equally responsible for that roommate’s portion of the spring rent.
- If a roommate properly vacates and does register for spring semester classes, that roommate is responsible for his/her portion of the spring rent unless an Agreement Release Request is completed and approved. (*See Agreement Release Request).
• During the summer terms, if a roommate properly vacates prior to the first day of class for a term, the remaining roommates are responsible for that roommate’s portion of rent for the term or terms.
• If a roommate does not properly vacate prior to the first day of class for a term, that roommate is responsible for his/her portion of the rent.

In either situation, the remaining roommates have the option to find another roommate to be responsible for the rent. The roommate must meet the qualifications set forth by the Department of University Housing and Residence Life, pay a $100 deposit, and sign an application/lease agreement prior to moving into the house. Rent for the new roommate is due the day the lease agreement is signed. Residents who move a roommate into a university owned house without following the above mentioned stipulations will be subject to disciplinary action and/or eviction.

University Faculty and Staff

Due to Alabama's "At Will" policy regarding employees, faculty and staff are eligible to pay monthly. Employees are also eligible to pay rent through payroll deduction.

• Faculty/Staff will pay a housing deposit of $100.
• Upon acceptance of application and assignment the Faculty/Staff resident will be required to pay the first month’s rent prior to check-in.
• Faculty/Staff may cancel the Housing Lease Agreement at any time with a 30 day written notice.
• Faculty/Staff will pay rent on a monthly basis.
  o Rent is due on the first business day of each month.
  o Any rent paid after the 10th business day of the month will be accessed a $20 late fee.
• If rent is late for two consecutive months, the Faculty/Staff resident is subject to eviction.
  o If a Faculty/Staff resident is evicted, the resident will follow the check out procedures listed below.
  o Contact the University Housing and Residence Life office to schedule an appointment to check-out of the assignment.
  o Remove all personal belongings from the assigned space.
  o Clean the assigned space and all appliances.
  o Remove all trash, adhesive, tape, etc. from the assigned space.
  o Check out of the assigned space with Residence Life staff by signing the ACR, HCR, or RCR and turning in all keys.
  o If a Faculty/Staff resident is evicted, the resident will forfeit his/her housing deposit.

29. PEST CONTROL

The Department of University Housing and Residence Life has all halls, apartments and houses treated on a weekly rotation schedule every Monday by Alabama Professional Services. If you have a pest control problem, please contact your RA or RLC to have your room put on the weekly call back list. Residents do not have to be present for their assignment to be treated. An exterminator and University Housing personnel will enter your
room, apartment, or house and spray or granulate the facility. If you are assigned to an apartment or house, a notice will be left that your assignment was treated. Treatment is scheduled as follows:

**Week 1**  
Campus Inn Apartments  
College Apartments  
Jax Apartments  
Penn House Apartments  

**Week 2**  
Daugette Hall  
Leadership House  
Pannell Apartments  
University Owned Houses  

**Week 3**  
Sparkman Hall  
Logan Hall  
Patterson Hall  

**Week 4**  
Crow Hall  
Dixon Hall  
Fitzpatrick Hall  
Curtiss Hall  

### 30. POLICIES AND PROCEDURES

The policies and procedures contained in the Guide to Residence Living have been written in an effort to provide a living environment that is supportive of your academic pursuits. The policies also reflect a need to be supportive of local, state, and federal laws; the knowledge that the residential living experience has the ability to enhance academic success and general feeling of satisfaction and the belief that the total residential experience balances comfortable facilities, comprehensive programs, and services. While structured policies are part of community living, the ideal community will be governed by behavior that considers respect for self, others, and facilities essential. In addition to knowing University Housing and Residence Life policies and procedures, you are encouraged to become familiar with the Jacksonville State University Student Handbook. Disregard for others or JSU and Department of University Housing and Residence Life policies, procedures, or regulations, may result in a referral to the University Judicial Officer.

### 31. POLICE DEPARTMENT

The Jacksonville State University Police Department is located in Salls Hall and their extension is 5050.

**Crime Reporting Procedures**

All crimes should be reported directly to the JSU Police. If you are the victim of crime, you should call the Police or stop by Salls Hall to initiate a written police report of the incident. You should contact your RLC after notifying JSU Police. If you are the victim of a crime committed by another JSU student, you may bring University judicial charges against the student in addition to criminal or civil action. A police officer will conduct an investigation of the crime which may include questioning appropriate persons, collecting potential evidence and photographing the scene. The police officer who takes your report should advise you if criminal charges are appropriate and assist you in filing such charges.

**Emergency Phones**

Emergency “blue light” phones are located around the campus grounds and are marked by a blue light which makes them visible at night. An emergency phone is also located in most
campus elevators. These emergency phones connect directly and automatically to the JSU Police department. In an emergency, simply pick up one of these phones to contact the Police. The Police operator will be able to identify the location of the phone from which you are calling and dispatch an officer to that location, even if you are unable to provide him or her with this information.

**Police Adopt-A-Hall Program**

Police officers routinely patrol the residence halls and parking areas. These officers are dedicated to aiding students and staff, while maintaining law and order in and around these areas. For more information regarding the Police Adopt-A-Hall Program, you may contact UPD at extension 5050.

**Police Escort**

The University Police provides an escort service for members of the university community. This service is available in the evening hours (after dark). The department will send a uniformed officer to escort any member of the university community to any on campus destination. To request an escort, simply dial extension 5050 on any campus phone and advise the police dispatcher.

**Resident’s Responsibility for Security**

All entrances to the halls are locked or are monitored by Desk Staff. Anyone entering a residence hall may be asked to present identification to the front desk. Every visitor without must be signed in by a resident, leave a picture ID at the desk, and be escorted by the resident at all times when in the building. Despite these precautions, residents remain responsible for the security of their buildings. When in your room or apartment, keep your door locked – particularly when alone or sleeping. Always use your peephole or door window to identify visitors before letting them into your room. Do not sign in a guest you do not know, make sure that you escort your own guests, and most importantly, report unescorted guests to residence staff at the front desk or to the Police immediately!

**32. PRIVATE ROOMS**

When there is a high demand for space in the residence halls, private rooms may NOT be available regardless of the reason for the private room request. Students who harass their roommates in an attempt to obtain a private room are subject to immediate disciplinary action and consolidation. Residents living in a private room are charged higher rates.

**33. PROGRAMMING**

The primary responsibility of the Residence Life Program is to maintain an atmosphere that is conducive to the pursuit of education. However, it is also our desire to move beyond the academic development of the student. Fostering the personal development of the student through educational programming is a process of teaching students life skills that may be used in their personal growth. Providing programs which focus on the physical, occupational, intellectual, social and emotional growth of the student will aid the transition in becoming their future selves.
34. **REAPPLICATION**

Returning students receive the opportunity to re-up or “squat” for their same room in the spring of each year. However, after the deadline for squatting has passed, the student will have to resubmit the application just like a new student. They will be assigned a space according to their placement on the application list for fall assignments.

35. **RECREATION**

Each residence hall provides a variety of games that may be checked out through the hall’s front desk with one’s student ID. Check with the front desk to see what is available at your hall. Loss or damage to recreation items may result in disciplinary action and a monetary fine to the student’s account. The RLC can close off any recreation area he/she feels necessary.

36. **REFUND POLICY AND SCHEDULE**

Housing refunds that are due to students who withdraw from Jacksonville State University are processed in accordance with tuition refunds. Please see the Academic Calendar, located on the JSU website each semester or term for the withdrawal refund schedule. Students who withdraw must immediately notify the Department of University Housing and Residence Life and submit an Agreement Release Request form. Students are required to properly vacate their housing assignment within 24 hours of the withdrawal. Students who fail to properly vacate within the allotted 24 hours are subject to a **$50 per day hold over charge** up to the total cost for the semester or term. For students who vacate improperly, see check in/check out procedures.

37. **RENTER’S INSURANCE**

The Department of University Housing and Residence Life encourages residents to obtain renter’s insurance for his/her personal property. Neither Jacksonville State University nor the Department of University Housing and Residence Life provide renter’s insurance or assumes responsibility for property that is damaged, lost, or stolen. The student is responsible for obtaining insurance through a company of their choice. You may wish to investigate whether or not some property or belongings are insured under your parent’s home owners insurance. For general information about renter’s insurance, you may visit the CSI Insurance Agency, Inc. web page at www.csiprotection.com. This is only a suggestion. CSI Insurance Agency, Inc. is not affiliated with Jacksonville State University or the Department of University Housing and Residence Life, and we will not be responsible for or included in any agreement that may be entered into with this company.

38. **RESIDENCE HALL, APARTMENT, & HOUSE DAMAGE CHARGES**

The following are **estimated**, not all inclusive, charges that may be applied to the student account of a liable individual. Whether an item is damaged maliciously or by accident, the repair cost remains the same.
### MAINTENANCE

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>wall hole repair (each)</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of electric outlet cover</td>
<td>$5.00</td>
</tr>
<tr>
<td>replacement of overhead light fixture</td>
<td>$65.00</td>
</tr>
<tr>
<td>replacement of overhead light cover</td>
<td>$25.00</td>
</tr>
<tr>
<td>replacement of exit light</td>
<td>$125.00</td>
</tr>
<tr>
<td>replacement of cable outlet cover</td>
<td>$5.00</td>
</tr>
<tr>
<td>painting of wall</td>
<td>$75.00</td>
</tr>
<tr>
<td>painting of entire room/apt/house</td>
<td>$300.00</td>
</tr>
<tr>
<td>replacement of window screen</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of window pane</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of public area window pane</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of public area window</td>
<td>$150.00</td>
</tr>
<tr>
<td>replacement of window latch</td>
<td>$15.00</td>
</tr>
<tr>
<td>replacement of blinds</td>
<td>$50.00</td>
</tr>
<tr>
<td>cutting lawn/ restoration of lawn</td>
<td>$40.00</td>
</tr>
<tr>
<td>replacement of exterior door</td>
<td>$250.00</td>
</tr>
<tr>
<td>replacement of room/apartment door</td>
<td>$150.00</td>
</tr>
<tr>
<td>replacement of interior door</td>
<td>$125.00</td>
</tr>
<tr>
<td>reinstalation of closet door w/o damages</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of closet rod</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of glass exterior/interior door</td>
<td>$150.00</td>
</tr>
<tr>
<td>replacement of public area door window pane</td>
<td>$50.00</td>
</tr>
<tr>
<td>refinishing door</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of door lock</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of broken door key</td>
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<tr>
<td>replacement of key tag</td>
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<tr>
<td>replacement of ceiling tile (each)</td>
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<tr>
<td>replacement of floor tile (each)</td>
<td>$25.00</td>
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<tr>
<td>repair to damaged public area carpet</td>
<td>$100.00</td>
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<tr>
<td>repair of damaged public area furniture</td>
<td>$50.00</td>
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<tr>
<td>replacement of towel rack/hook</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of shower curtain</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of desk drawer</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of mirror</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of door number</td>
<td>$20.00</td>
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</tbody>
</table>
replacement of sink $200.00
replacement of toilet $200.00
replacement of fire extinguisher $150.00
replacement of lock on fire extinguisher case $20.00
replacement of glass in fire extinguisher case $100.00
replacement of fire alarm box $125.00
replacement of smoke detector $125.00

**FURNISHING**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>replacement of bed frame</td>
<td>$350.00</td>
</tr>
<tr>
<td>replacement of chair</td>
<td>$35.00</td>
</tr>
<tr>
<td>repair/cleaning of chair upholstery</td>
<td>$35.00</td>
</tr>
<tr>
<td>replacement of sofa</td>
<td>$640.00</td>
</tr>
<tr>
<td>replacement of desk</td>
<td>$325.00</td>
</tr>
<tr>
<td>replacement of closet</td>
<td>$350.00</td>
</tr>
<tr>
<td>replacement of mattress</td>
<td>$140.00</td>
</tr>
<tr>
<td>illegal transfer of furniture</td>
<td>$50.00</td>
</tr>
<tr>
<td>replacement of cloth chair</td>
<td>$385.00</td>
</tr>
<tr>
<td>replacement of cabinet door</td>
<td>$50.00</td>
</tr>
<tr>
<td>reinstallation of cabinet door</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**CLEANING**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>cleaning of room</td>
<td>$100.00</td>
</tr>
<tr>
<td>cleaning of bathroom</td>
<td>$50.00</td>
</tr>
<tr>
<td>cleaning of sink at Daugette</td>
<td>$15.00</td>
</tr>
<tr>
<td>cleaning of refrigerator</td>
<td>$50.00</td>
</tr>
<tr>
<td>cleaning of stove/oven</td>
<td>$50.00</td>
</tr>
<tr>
<td>removal of adhesive residue</td>
<td>$5.00/spot</td>
</tr>
<tr>
<td>removal of markings</td>
<td>$25.00</td>
</tr>
<tr>
<td>removal of trash (individual)</td>
<td>$25.00</td>
</tr>
<tr>
<td>removal of trash (complex)</td>
<td>$5.00 per resident</td>
</tr>
<tr>
<td>removal of abandoned property</td>
<td>$50.00</td>
</tr>
</tbody>
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**GENERAL**

<table>
<thead>
<tr>
<th>Description of Charge</th>
<th>Cost</th>
</tr>
</thead>
</table>
Agreement Release Request Cancellation Fee $300.00
improper check out $50.00
smoke detector fine $100.00
proper room change $25.00
improper room change $50.00
hold over $50.00 per day
lock out $5.00
2nd failed Health & Safety $25.00
3rd failed Health & Safety $50.00
illegal transfer of furniture $50.00
roommate trespassing $100.00
restitution $25.00
general fine $25.00
failure to schedule a check-out time $25.00

39. RESIDENCE HALL ASSOCIATION

The Residence Hall Association is comprised of residents living in University Housing. All residents are members of the RHA. The main function of the RHA is to develop and establish a communication link between the residents living within University Housing and the Department of University Housing and Residence Life. Every resident is encouraged to get involved in the RHA. Resident Hall Association office is located in Fitzpatrick Hall, room B-11, extension 6845. Details about RHA can be obtained from your Residence Life Coordinator.

40. ROOM CHANGES

Should you wish to change your hall or room assignment, you should discuss the matter with your Resident Assistant. He/she will inform you of the proper procedures and request forms to be completed. Learning to get along with others is an important part of a college education; therefore, we encourage roommates to try and work out their differences before we process a room change. Residents wishing to make hall or room changes must complete a hall or room change request form and return it to their RA. These forms are available from the RA and the RLC. Room Change Week is the third week of semester. Exceptions will be at the discretion of the Residence Life Coordinator. The Department of University Housing and Residence Life reserves the right to change the date for room change week. Residents who elect to move from a more expensive room, hall, apartment or house to a less expensive room, hall, apartment or house will receive a refund of the difference between the two assignments. Residents who wish to move into a more expensive hall or apartment will have to pay the difference.

There is a $25 fee for room changes not completed during room change room week. Residents who change rooms without following the proper room change procedures will be
required to move back to their original room assignment and will be assessed a $50 administrative fee for the improper room change and a $50 administrative fee for improper check out.

41. ROOM ENTRIES AND INSPECTION

The Department of University Housing and Residence Life will conduct health & safety inspections each month. These inspections are meant to check for compliance with fire and safety hazards, maintenance repairs, and cleanliness of the entire facility. Residents may not be notified in advance of any health & safety inspections.

The University reserves the right to:

- Inspect each student’s room or apartment prior to or at the time any resident initially occupies it and inspect the room prior to the student’s departure from the residence hall/apartment/house to ascertain that the conditions of the room and furnishings agrees with the original Room/Apartment/House Conditions Report;
- Make repairs in rooms, apartments, or houses at any time during the school year, with reasonable consideration for the occupants;
- Enter a student room, apartment, or house when a staff member has reasonable grounds to believe that some conditions exist which constitute a clear and present danger to the health, safety, or security of the occupants of a room/apartment/house and or Residence Life community;
- Enter a student room, apartment, or house when a staff member has reasonable grounds to believe that unauthorized equipment is present in the area, or to make routine inspections for maintenance, health, and safety reasons during each semester as announced by the Residential Life staff;
- Enter the room, apartment or house if a staff member has reasonable grounds to believe that unauthorized persons are living there or when there is reason to believe a specific violation of University Housing and Residence Life policies is taking place.

All room/apartment/house inspections (exclusive of the previous conditions, emergency situations, and maintenance functions) will be conducted only when:

- Occupants of the room/apartment have been notified of the time of the inspection (excluding winter/summer semester breaks when inspections of a student room, apartment or house must be made prior to occupancy for cleanliness or maintenance concerns).
- If possible, at least one occupant of the room/apartment/house is present during the inspection.

42. ROOM/SUITE/APARTMENT/HOUSE CLEANING

Residents are responsible for the cleaning of their rooms, suites, apartments or houses. In a group living situation, pest control can be a major problem. Garbage, uncovered food and empty cans and bottles provide excellent breeding areas for roaches and other pests. Please wrap food and dispose of garbage and recyclables on a regular basis. Trash and garbage from your room must be placed in designated receptacles only. It is imperative that the current resident keep the room or suite in a condition that is acceptable at all times (i.e.
cleanliness, adequate storage space, closet space, etc.) for receiving a new roommate. Upon moving out, the room/suite/apartment/house must be left in a clean, acceptable condition. This is applicable even if one roommate is moving and the other roommate is staying. Failure to comply with this request will result in a $100.00 cleaning charge. The remaining roommate will be responsible for bringing the room, suite, or house up to acceptable standards.

43. SAFETY AND SECURITY

Between keeping up with academics and your social life, it can be tempting to put concerns about your personal safety on the back burner. While JSU is generally a safe campus, we are not a sanctuary from crime or accidents. Residential Life staff works with the JSU Police and other campus offices to reduce risks to your personal safety and security. However, like elsewhere in the world, personal safety is largely dependent on your own prevention and precaution. Please review the Resident Safety Brochure for additional information.

44. SLEEP/STUDY ATMOSPHERE

In order to promote the academic goals of Jacksonville State University students, the Department of University Housing and Residence Life and its staff promote and uphold a quiet environment. We strongly believe that, above all else, a resident has the right to study and sleep in their room/suite/apartment/house without disruption. We do, however, realize that community living also involves socializing and that at times there will be noise. It is the Dual Responsibility of staff and residents to monitor the level of noise, keeping it at an appropriate level at all times. A staff member or resident has the right at any time to request that the noise level be decreased.

45. STUDENT HEALTH SERVICES

Students who are sick, have questions regarding health issues, or need to see a physician may schedule an appointment with the Student Health Services at 5310 from 8:00 a.m. to 4:30 p.m., Monday-Friday. For weekend and evening emergencies contact UPD at 5050.

Sharps Containers and Syringes

Students who use syringes for legitimate medical purposes, such as insulin injections or asthma medication injections, are required to notify the Residence Life Coordinator immediately. It is University policy that all sharps used for legitimate medical purposes be disposed of in the proper manner in a sharps container. To obtain a sharps container, these students must visit the Student Health Center and register for the container. Once the sharps container is filled, it should be returned to the Student Health Center for the student to receive another container. For further information, you may contact the Student Health Center at 256-782-5310.

46. STUDY LOUNGES
Study lounges are equipped with tables and chairs and are available in each residence hall. These facilities provide a private area to study anytime during the day or night and are large enough to accommodate several students. So that all residents may benefit from the study areas, lounge furniture is not to be removed from the study lounges. To facilitate the study environment, loitering is not permitted in the study lounges.

47. TELEPHONE SERVICE

Telephone service that is provided by the university consists of caller ID, voice mail, and 100 free minutes of domestic long distance per billing cycle. For each additional minute, the rate will be $0.05 per minute. Telephone service through Jacksonville State University is excluded at Jax Apartments and university owned houses. Residents of these facilities must acquire a telephone service through an outside source.

Students must provide their own telephone and caller id system for their individual rooms in the residence halls, apartments, and houses. Residents will receive their telephone numbers during check in. If you have questions or concerns regarding activation of voice mail, you may visit www.jsu.edu/depart/pbx/ or contact the Telephone Center at 8000. Residents’ telephone numbers will not be given out to ANYONE (visitors, friends, relatives, etc.) UNDER ANY CIRCUMSTANCES at the front desk.

48. TEMPERATURE

The heating and cooling system for all residence halls, with the exception of Logan and Patterson Halls, cannot be immediately converted from heat to air or vise versa. The Department of University Housing and Residence Life in conjunction with the Physical Plant evaluates weather patterns to determine when to convert the system. Because the weather fluctuates and other various factors, especially during transitions from summer to fall or winter to spring, there will be days when neither heat nor air is on. Once the weather appears to be consistent, the system will be converted. This process can take several days to complete. Please try to be understanding. We greatly appreciate your cooperation and patience during these transitioning periods. Your Desk Assistant, Resident Assistant, Assistant RLC, and Residence Life Coordinator have no control over when the heat or air conditioning is turned on or off. We apologize for any inconvenience.

49. TERMINATION OF HOUSING BY JSU

JSU may terminate the student’s occupancy upon 24 hours written notice at the discretion of JSU upon the following conditions (this list of conditions is not all-inclusive). Student will not receive a refund of deposit.

- Student defaults in the payment of housing fees or other JSU fees or charges.
- Student violates the terms of the lease agreement.
- Student misrepresents any material facts submitted to JSU.
- Student ceases to be eligible for University Housing.
- Student’s behavior, or the behavior of student’s visitors, is such that, in the opinion of JSU, it infringes upon the rights of others to peaceably enjoy the use of University Housing.
• JSU determines that the student’s continued residency poses a threat to the health and safety of the student, others, or would endanger JSU property. JSU shall have the right to terminate the student’s occupancy immediately and to enter the premises to remove the student’s property.

50. TERMINATION OF HOUSING BY STUDENT

Cancellation or Termination of the Lease Agreement:

• Lease Agreements beginning fall term: A lease agreement for fall term, which has been signed and returned by the student, constitutes an agreement to reside within University Housing for the fall and spring terms, such an agreement may be canceled by the student and the deposit refunded if Cancellation Notice is received by the Department of University Housing and Residence Life on or before July 1. Cancellation of a lease agreement issued after July 1 will result in forfeiture of the housing deposit.

• Lease Agreement spring only term: A lease agreement for spring term, which has been signed and returned by the student, constitutes an agreement to reside within University Housing for the spring term, such an agreement may be cancelled by the student and the deposit refunded if Cancellation Notice is received by the Department of University Housing and Residence Life prior to November 1. Cancellation of a lease agreement issued after November 1 will result in forfeiture of the housing deposit.

• A resident residing in University Housing during the fall, wishing to cancel their lease agreement for the spring must submit an Agreement Release Request to the Department of University Housing and Residence Life by November 15. IF THE REQUEST IS APPROVED, THE STUDENT WILL FORFEIT THEIR $100 HOUSING DEPOSIT AND WILL BE CHARGED AN ADDITIONAL $300 CANCELLATION FEE.

• A lease agreement, which has been signed and returned by the student, will be canceled for those full academic terms during the lease period for which the student fails to register for class. If the student registers for any classes at a later date, the Department of University Housing and Residence Life will assess the student’s account with a buyout charge.

51. THEFT, LOSS, OR DAMAGE OF PERSONAL PROPERTY

The University is not responsible for loss or damage to personal property of residents. Residents are encouraged to carry renter’s insurance (see Renter’s Insurance). You should immediately report all theft, vandalism, attempted thefts and persons who appear out of place or act in an unusual manner in the residence hall to your RLC and the JSU Police at 256-782-5050.

Theft Prevention

Most thefts result from residents’ carelessness. By observing the following precautions you can help protect your personal property.
• Lock your room/suite/apartment or house when out, even for just a few minutes.
• Keep your door locked when sleeping.
• Never lend you room/suite/apartment key or key tag to anyone.
• Keep valuables in a safe place. Do not leave valuables in the open and unattended.
• Report suspicious persons to your residence hall staff or the JSU Police (782-5050).
• Do not prop locked outside doors and stairwell doors. Be certain they close and lock behind you. Do not allow anyone other than guests for which you are responsible to enter the building behind you.
• Do not remove window security clips.
• Report lost keys to the Department of University Housing and Residence Life immediately.

52. TIPS FOR GENERAL SAFETY

Tips for Walking and Running on Campus

Don’t walk alone at night or in isolated areas at any time of the day. If no one is available to walk with you, you may call for a police escort at 256-782-5050. Emergency phones are located throughout the campus. Take time to note the location of emergency phones. When walking in parking lots and walk ways, stay in well-traveled and well-lit areas, especially at night. Know where you are going ahead of time and walk with a purposeful step near the curb, away from bushes or dark entrance ways. Be aware of your surroundings, checking often to see if you are being followed. If you are being followed, head for a well-lit area where there are likely to be people or use an emergency phone. If you walk or run on Ladiga Trail, try to vary your exercise routine, changing your time or route periodically. Many assaults are planned. Varying your schedule may make you less vulnerable to planned assault.

Tips for Traveling by Car

Keep your windows up and doors locked to prevent someone from entering your car, even if you are parking for “just a few minutes”. Never leave keys in the ignition. Don’t leave valuables that might attract criminals in view. Park in well-lit areas. Travel on well-lit busy streets, and know the area in which you are traveling. Think about where you’d go for help when selecting a route. Look around before leaving or returning to your vehicle. Before getting into your car, always look in the back seat. Lock your doors and windows the minute you enter the car. If you believe you are being followed or see suspicious behavior, write down the license number of any suspicious vehicle and report it to the police. Drive to the nearest police station if you are followed. Keep plenty of gas in your tank and your car in good condition. If you have car trouble, raise your hood and lock yourself into your car. If another motorist offers to help, roll down the window an inch, and ask them to call the police or a repair truck for you. Don’t get out of your car until help arrives.

Tips – General Security

Report suspicious behavior to JSU police immediately. Call the JSU Police, regardless of the explanation offered. Door to door soliciting is not permitted in University residential facilities; report any incidents to the JSU Police.
53. TRESPASS LIST

The Department of University Housing and Residence Life, at its discretion, may place any student of Jacksonville State University or any non-student on the “No Trespass” list. The “No Trespass” list is issued for those that do not respect the University policy and/or University Housing and Residence Life policies and procedures, resident(s), university personnel and/or the community. The “No Trespass” list is issued by the Assistant Director of University Housing and Residence Life and distributed to the Director of University Housing and Residence Life, Chief of Police, Residence Life Coordinators, the front desk of residence halls, and the Apartment Area office. Those placed on the “No-Trespass” list will not be able to visit specified university owned property for any reason during the specified time frame. Individuals are subject to consequences, which may also result in arrest, if violated.

54. UTILITIES

The University provides all utilities in all residence halls and in Pannell Hall. In all other apartments, the University provides cable, water, and trash service; however, residents are responsible for electricity. In university owned houses, the university does not provide any utilities. Residents in the apartment area must provide proof that power service has been transferred into their name within 3 days. Residents of university owned houses must provide proof that power and water service have been transferred into their name within 3 days. To establish these utilities or for further information, residents may contact the following:

- GAS and WATER: Contact Jacksonville Water, Sewer and Gas Board for installation of gas or water service at 256-435-7657.
- ELECTRICITY: Contact ALABAMA POWER COMPANY to have power transferred into your name at 256-231-3646.
- CABLE TV: Contact CABLE ONE at 256-236-7034.

55. VENDING MACHINES

Vending Machines are provided in each of the residence halls. If a vending machine malfunctions, please report it to the Department of University Housing and Residence Life staff. You may receive vending refunds from the Office of Special Services located in room 301 Theron Montgomery Building at extension 256-782-5557.
Guide to Residence Living
Judicial Information

Jacksonville State University
JSU’s Department of University Housing and Residence Life is committed to maintaining an environment in which the rights of all members of the housing community are protected while they are in pursuit of their educational aspirations. It is important that each student becomes aware of and abides by the UHRL Code of Conduct and other University regulations. Although each resident of University Housing and Residence Life possesses certain individual rights and responsibilities, students are obligated at all times to assume responsibility for their actions, to respect constituted authority, to be truthful, to respect the rights of others, and to respect private and public property. It is also important that members of the University community be willing to confront violations and the infringement of another’s rights personally or by filing complaints with JSU Housing and Residence Life. The Director of University Housing and Residence Life and/or designees determines the policy violations as they relate to on-campus housing violations and these violations can be found in the UHRL Code of Conduct located in UHRL’s Guide to Residence Living.

Community Responsibility

In a group living situation, it is important for you to understand your rights as a student and your responsibilities to others. The rights to study and sleep are considered primary in the residence hall environment. Your major purpose for enrollment is to pursue an education. Excessive noise and distractions inhibit this goal. Therefore, when you choose to exercise a subordinate privilege, such as playing your stereo or entertaining guests, it is your responsibility to make sure that you or your guests are not inhibiting another person's rights to sleep or study.

When you enroll as a student of Jacksonville State University and sign your housing lease agreement, you are agreeing to abide by the policies, procedures, rules, and regulations of JSU as outlined in the UHRL Code of Conduct located in the Guide to Residence Living, and the JSU Student Handbook. As a student you are responsible for becoming familiar with the contents of these publications.

Perhaps the greatest advantage of residential living is the opportunity to live and work closely with all types of people. Certain responsibilities are inherent in a roommate relationship. While there must be a balance between roommates as to time and priority of room usage, the right to study and to sleep in one's room outweighs any social privileges. Roommates must take the responsibility to assert their rights in using the room. Residence Life staff can be helpful in working with residents in this area.

The Residential Area Bill of Rights

The University has some basic expectations that govern the special nature of interpersonal relationships in the residence halls. These are reasonable expectations that the students should have for one another while sharing space in residence halls. The Residence Hall Bill of Rights outlines these expectations:

- The right to sleep and study during the night undisturbed and protected from undue interference in one’s room.
- The right to study in one’s room free of noise and distractions during quiet hours.
• The right of access to one’s room and facilities.
• The right to feel secure against physical or emotional harm.
• The right to a clean room and clean common areas.
• The right to have one’s belongings respected.
• The right to have guests in the room when they will not disturb your roommates’ right to sleep or study.
• The right to privacy.
• The right to redress grievances and mediate the situation in the appropriate manner.

Community Standards
As a member of the JSU Housing and Residence Life Community, each member is expected to abide by and affirm the following community standards:

• I will respect the dignity of all persons and will not demean individuals or groups.
• I will strive to learn from differences in people, ideas, and opinions.
• I will strive for personal integrity and academic achievement.
• I will demonstrate concern for others, which will support their development.
• I will respect the rights and property of others.
• I will do all in my power to see that the residence hall/apartment area is kept clean and attractive.
• I will challenge all members of the community to abide by their fundamental expectations and will confront, in an appropriate manner, those who violate them.
University Housing and Residence Life has established a Residential Standards System which assigns a disciplinary point value to any violation of the UHRL Code of Conduct or Guide to Residence Living. All the standards which specifically pertain to either residence halls or apartment complexes are detailed in this guide and apply to all residents. Claiming ignorance of a standard or hall/apartment violation does not excuse the violation.

JSU Housing and Residence Life staff follows University Housing policies and procedures when dealing with violations of any residential standard. In the event that a Resident Assistant or any other employee of University Housing documents an occurrence on an Incident Report, the incident will be forwarded to the Residence Life Coordinator (RLC) and/or Assistant Residence Life Coordinator (ARLC) of that specific area.

When a violation of any residential standard or policy is recorded on an Incident Report, initially the ARLC or RLC will meet with the resident and assign sanctions (disciplinary measures). These sanctions are imposed based on the outcome of the Administrative Meeting. Some infractions or repeat infractions may also be forwarded to the H.O.P.E. Board or the Assistant Director of University Housing, Staff Development and Community Service. Sanctions imposed by staff members may include, but are not limited to the following:

**Fines**

Fines can be imposed for certain offenses, but are not limited to, violations involving alcohol or trash. They can also be imposed for violations involving tampering with safety equipment such as fire alarms, security alarms, exit signs, smoke detectors, or for health and safety violations or non-compliance. Failure to complete sanctions or infractions involving destruction/misuse of University property and facilities can also result in disciplinary action.

**Official Reprimand/Warning**

A written warning issued by the University to a student explaining that subsequent infractions could result in more serious action. Written warnings are placed in student’s disciplinary file and are retained for 1 academic year.

**Restitution**

A requirement to pay the costs for the replacement or repair of any property damaged or stolen by a student either by action or failure to act when required to do so.

**Program Participation**

A requirement to participate in a specific program, such as a counseling program, a program designed to stimulate citizenship, an alcohol or drug related program, or any activity which would provide educational outcomes or promote responsibility.

**Community Service**

A requirement to provide services or a specific amount of volunteer time in service to a non-profit or charitable organization.
Loss of Privileges

Denial of specific privileges for a specified period of time, such as visitation, use of laundry facility, use of electronic devices (personal or community), loss of lounge privileges, etc.

Assigned Project

An assignment of a specific duty or work project that is related to the infraction or seeks to raise awareness of serious nature of infraction. This may include on-call rounds, a written paper, study time, presentation of a program, etc.

Room/Unit Transfer

A requirement that an on-campus student transfer to a different floor, room, residence hall, or apartment. If the student fails to transfer to a different residence hall or housing unit as directed, the student may face additional sanctions or possible eviction.

Disciplinary Probation

A written statement or meeting with the student indicating that his/her behavior is such a nature as to jeopardize their lease agreement with University Housing and Residence Life. Probation indicates a serious or repeated infraction of the policies and procedures. Probationary status is issued for a specific period of time and specific restrictions may be imposed on a case by case basis. Residence Hall Probation is usually the step before a student is placed on University Probation and/or dismissed from the residential areas.

Expulsion from University Housing and Residence Life

A recommendation that the student’s University Housing Lease Agreement is terminated and the student is dismissed from University Housing and Residence Life. Such students shall not be eligible for a room refund.

Jacksonville State University Suspension

The prohibition from participating in all aspects of University Life for a specified period of time such as the balance of a current semester or all of a subsequent semester. When a student is suspended from the University, the student is prohibited from entering the grounds of any property owned, operated or controlled by the University. When the term of suspension has ended, the student may apply for re-admission.

Jacksonville State University Expulsion

Dismissal from the University permanently. The student may not thereafter be re-admitted to the University.

Other Sanctions

The University may impose other sanctions singularly or in combination with any of the above.
Administrative Hearing Levels

The University Housing and Residence Life Judicial Process consists of four (4) administrative levels. The severity and number of occurrences of the infraction will determine which administrative level incidents are referred to. When a violation of any residential standard or policy in the code of conduct is recorded on an Incident Report, initially the RLC/ARLC may meet with the resident and assign sanctions (disciplinary measures) and a disciplinary Point Value. Depending on the nature of the occurrence, the infraction can be forwarded or appealed to the H.O.P.E. (Housing’s Official Peer Evaluation) Board, Assistant Director of UHRL, or the Director of UHRL. In all hearing levels, meetings may be subject to tape recording.

The judicial system consists of the following four (4) levels:

1. On-Site Administrators (RLC/ARLC)

   Residence Life Coordinators and/or Assistant Residence Life Coordinators act as on-site administrators for their specific area in the event of a violation of the URHL Code of Conduct.

   They conduct all initial hearings for alleged UHRL Code of Conduct violations unless one of the following takes place:

   • The RLC/ARLC feels they cannot be purely objective in hearing the case.
   • The infraction involves a personal attack on the RLC/ARLC in the manner of personal possessions, property, or physical being.
   • The result of the hearing can lead to a student’s suspension or expulsion from the University or UHRL. In these cases, the RLC/ARLC must refer the case to the Assistant Director of University Housing and Residence Life only with recommendations of the desired outcome.

2. H.O.P.E. Board – Housing’s Official Peer Evaluation Board

   The H.O.P.E. Board hears cases referred to it by Residence Life staff involving alleged violations of the UHRL Code of Conduct or Community Standards as detailed in the UHRL Judicial Procedures & Code of Conduct and the Guide to Residence Living. The H.O.P.E. Board consists of 11 members; Assistant Director of UHRL (1), a representative from each Residence Hall (8), Apartment Area Representative (1), and an RHA representative (1). The H.O.P.E. Board will hear cases twice each month during the fall and spring academic semesters, unless a special session is deemed necessary or appropriate. The Board will not meet during summer terms.

   The H.O.P.E. Board will hear cases and review infractions based on the following criteria:

   • The resident has reason to appeal the results of the ARLC/RLC decision based on one of 4 appeals stipulations (see Appeals Process) and files a type-written appeal within 48 hours of sanction meeting.
   • The resident fails to complete the assigned sanctions given by the RLC/ARLC or H.O.P.E. Board by the deadline for completion.
• The resident has reached the Probationary level of points (6) or above as outlined in the Code of Conduct and must go before the Board for disciplinary review.
• There is proven and documented procedural error by the RLC/ARLC.

_In addition to hearing appeals and special infractions, the H.O.P.E. Board can assign students with disciplinary points based on the outcome of their collective decision._

NOTE: University Housing and Residence Life reserves the right to invoke an Administrative Process (meaning UHRL can forward incidents directly to the Assistant Director/Director of UHRL) to hear incidents that are deemed inappropriate or of a sensitive nature for hearing by the H.O.P.E. Board.

3. Assistant Director, Staff Development and Community Service

The Assistant Director of SDCS serves as the presiding officer of the H.O.P.E. Board. He/She is also responsible for hearing cases or incidents involving “Zero Tolerance” infractions and other matters deemed of a necessary or sensitive nature.

In the event of the following circumstances, cases will forwarded **directly** to the Assistant Director of SDCS:
• The resident has achieved a total of (12) points from a “Zero Tolerance” infraction or from a combination of events with point values totaling (12) points.
• The resident is involved in a situation in which immediate eviction from UHRL is necessary.
• The use of Administrative Process was invoked due to the sensitivity or nature of the incident, requiring the attention of the Assistant Director of SDCS.

4. Director of UHRL

The Director of UHRL serve as the chief housing official in all matters regarding University Housing polices, procedures, community standards, or codes of conduct.

**The Director of UHRL may hear cases involving alleged infractions in the following situations:**
• The resident has reason to appeal the results of the H.O.P.E. Board decision based on one of the 4 appeals stipulations (see Appeals Process) and appeals in a type written statement within 48 hours of the decision.
• The result of the hearing can result in suspension or expulsion of the student from the University.
• New evidence is available that was not present at the time of the decision that may affect the outcome of the case.
• The RLC/ARLC or the H.O.P.E. Board felt that they would not remain impartial in deciding the outcome of the infraction.
• The use of Administrative Process was invoked due to the sensitivity or nature of the incident, requiring the attention of the Director of UHRL.
• There is proven and documented procedural error by the H.O.P.E. Board, Assistant Director UHRL, or the RLC/ARLC.
Point Value Discipline and Reward System

Residents of the JSU Department of University Housing and Residence Life will also be assessed point values in addition to their sanction for violations of the UHRL Code of Conduct. The point value will be a tangible way for residents and UHRL officials to keep track of repeated behavioral issues with individuals and will also be a reward system for those residents that behave well in the community. Each resident will begin the academic year with 12 positive points. Residents can lose points when they violate terms of the UHRL Code of Conduct and may earn a limited number of points for attendance to special programs and events. The stipulations of the point system are as follows:

- Each Resident of UHRL will begin the academic year with 12 points.
- Points will be deducted based on violations of the UHRL Code of Conduct.
- Points can be earned for community participation, attendance to special programs and events, and positive community behaviors. There will be limited opportunities to earn Positive Points.
- When a resident reaches the level of 6 points (regardless of the type of infractions), they may be placed on UHRL probation and will be forwarded to the H.O.P.E. Board for a probationary review.

Point Deduction

Each violation of the UHRL Code of Conduct will be assessed a certain negative point value. When a resident is documented and sanctioned for a specific violation, the negative points are deducted from their 12 point positive value. A resident committing multiple disciplinary infractions at the same time may be assessed multiple points for deduction. For example, a resident who is found in violation of the policy governing noncompliance with a university official and vandalism during the same incident may be assessed disciplinary points for both violations. Listed beside each violation in the UHRL Code of Conduct, is a negative point value which has been assigned. In the event that the resident repeats the same offense, the point value penalty will be doubled.

Earning Positive Points

Residents will have the opportunity to earn points based on program participation. The Department of University Housing and Residence Life will advertise these opportunities and Resident Assistants will make recommendations to the RLC/ARLC for residents in the community who deserve positive points. Only the RLC/ARLC can award positive point to residents. The following stipulations regulate Positive Points:

- A resident can only earn points once their point value has fallen below 12 points. There is no accumulation of points above 12 during a single academic year.
- The Department of University Housing and Residence Life will determine which housing and university events will be eligible for earning points.
- Residents must have proof of attendance to the function held to earn points.
- For each function attended, the resident must submit a one page, typed summary of the event within 48 hours of the event.
- A resident may not participate in more than 4 points earning events for the academic year to gain points.
H.O.P.E. Board Probationary Review

Residents who have reached a level of 6 points or above must attend a mandatory probationary review to decide if the negative community behaviors can be changed. The goal of the review is to access the pattern of the resident’s current actions and place that individual on a UHRL Probationary Period. A probationary contract or agreement may be decided upon at the time of the hearing. During this Probationary Period the resident would not be able to loose any more points. If the resident is involved in another incident/violation while on probation, this will result in recommended eviction from UHRL.

Judicial Process for Hearings and Appeals

Every resident of JSU Housing and Residence Life deserves and is afforded certain rights in reference to alleged infractions of the UHRL Code of Conduct. Outlined below, you will find the UHRL procedures in reference to infraction hearings and appeals. Please pay close attention to these guidelines and use this as a reference throughout your stay in University Housing and Residence Life. There are two (2) possible meetings that can take place after reviewing a report that includes alleged violations. All meetings should be scheduled with the resident in a manner that does not conflict with their academic schedules. All meetings or hearings may be subject to tape recording. The following descriptions outline these meeting types:

Administrative Hearing

The RLC/ARLC of the specific area and one other administrative official (RLC, ARLC, RA, ADSDCS) will meet with the alleged violator, the accuser, and any other witness that may be involved. The report is read aloud and the resident(s) will then be allowed to respond to the report concerning accuracy and other relevant facts that may or may not be included. If the resident(s) admits to violating the policies as stated, appropriate warning or sanctions are issued at that time. During the Administrative Hearing the RLC/ARLC will either make a recommendation of sanction, postpone the decision to review information, or dismiss the infraction based on the outcome of evidence. The resident will also receive a disciplinary Point Value in addition to a sanction based on the nature of the infraction. All hearings are subject to tape recording.

Appeals Process

Submitting a Letter of Appeal/Appeal Request

Residents of University Housing and Residence Life may appeal any decision made by the RLC/ARLC or H.O.P.E. Board if it falls under the criteria for Appeal Requests. A Letter of Appeal must be submitted within 48 hours of the original decision to the Assistant Director of University Housing and Residence Life located in 103 Bibb Graves Hall. All Letters of Appeal must be type-written (no exceptions). Appeals will only be heard twice a month in the fall and spring semesters, and once a month in the summer. The Letter of Appeal must state the basis for the appeal and will be accepted only if the following stipulations apply:
• New evidence that was not available at the time of the meeting with the RLC/ARLC or H.O.P.E. Board is found.
• Proven and documented procedural error has occurred by UHRL staff members.
• Inappropriate sanctioning without reasonable relationship to the offense.
• Failure of due process is determined.

If the Letter of Appeal and Appeal Request Form submitted by the resident do not meet the criteria outlined above, the appeal will be denied. It is important that residents submit copies of all pertinent information regarding the appeal with the Letter of Appeal. Notification of the status of a resident’s appeal will be sent to their JSU student email address. Appeal Requests will only be approved when at least one of the above stipulations is met. **On appeal, the burden of proof rests with the student to clearly show that an error has occurred during the previous hearing process.**

**Resident’s Rights**

It is important that residents become aware of their rights in reference to the University Housing and Residence Life judicial process. **Students should be aware that while they are encouraged to attend all meetings or hearings concerning their case, it is not required. In the event that a resident misses or fails to attend their hearing, the case will be discussed and decided in their absence.**

A resident that has been documented in a violation of UHRL Code of Conduct or Guide to Residence Living has the following rights pertaining to all informal meetings, hearings, and appeals:

• to be informed of UHRL policy as outlined through the Housing Lease Agreement, UHRL Code of Conduct, and Guide to Residence Living.
• to be informed of the charge(s) brought against them by a staff member, as documented in the Incident Report.
• to a private, confidential, and fair hearing.
• to be informed of the hearing at least 48 hours in advance of its convening.
• to defend themselves in writing and/or in person before the On-Site Administrator, H.O.P.E. Board or Chief Housing Officer.
• to ask questions of any witness appearing in reference to an infraction.
• to a written statement of any decision made by the H.O.P.E. Board, RLC/ARLC, or Chief Housing Officer.
• to appeal the decision to the appropriate level of jurisdiction within a 48 hour time frame.
• to choose whether or not they attend an administrative hearing.

**Note:** Behavior or actions not listed under the UHRL Code of Conduct or policies, may be deemed inappropriate or destructive by staff members, and could bring about disciplinary action. Also, if a resident is in a room/apartment when a violation occurs, he or she will face disciplinary action. If one person is in violation all persons present are in violation.
University Housing and Residence Life (UHRL) Code of Conduct

UHRL.0001 ABANDONED PERSONAL PROPERTY (-2 Points)

Any/all items of personal property remaining on University premises following the termination of student housing and/or residence Life agreement shall be deemed to be abandoned and discarded personal property. Such abandoned personal property shall be held by the Department of University Housing and Residence Life for a period of ten (10) days. If the property is not claimed by the student within the ten (10) day period, the property shall be destroyed or discarded by the University. Violation associated with abandoned property may delay status for move-in during a subsequent semester.

UHRL.0002 ALCOHOL (-4 Points)

University Housing and Residence Life recognizes that college students are adults and should be treated in such a manner. Therefore, while not condoning alcohol use, University Housing and Residence Life allows those of legal drinking age to responsibly consume alcoholic beverages in an apartment/house/room. However, University Housing and Residence Life and Jacksonville State University will hold any student accountable should it be discovered that they violated Alabama State law, created a disturbance, or posed a danger to themselves or others as a result of consuming alcohol. The Department of University Housing and Residence Life and the University take alcohol violations very seriously. UHRL will contact the University Police Department immediately to assist with alcohol related violations.

- The University prohibits the unauthorized possession, use, or distribution of alcoholic beverages.
- The University enforces all state and federal laws or regulations that regulate and control the sale or use of alcohol.
- This rule prohibits, but is not limited to, the following:
  o Unauthorized or illegal use or any alcoholic beverage. This includes possession, use, or distribution of alcoholic beverages by underage persons.
  o If you are not 21 years of age, you may not host in your room, apartment, or house anyone, whether of legal age or a minor, who possesses, consumes, sells, or serves alcohol.
  o Drinking, serving, and/or sale of alcohol is not permitted in the public areas of the residence halls, apartment buildings, or grounds (e.g., lounges, lobby, or balcony).
  o If you are of legal age and choose to drink, consumption must be confined to the privacy or the interior of the individual room or apartment.
  o Kegs and other multi-quart containers (e.g., beer balls) are not permitted in any residential facility, including individual rooms and apartments.
  o Behavior while under the influence that is loud or disruptive interferes with the cleanliness of any residential facility, poses a threat to the health or education of another individual is a violation of the alcohol policy.
  o Misrepresentation of age to obtain alcoholic beverages or the brewing and/or distilling of alcohol in any residential facility is not permitted.

UHRL.0003 ANTENNAS/SATELLITE DISHES (-2 Points)
• Outside antennas and satellite dishes of any kind are not permitted on University operated housing.
• Cable is provided to the residence hall and apartment area residents. Students are advised that splicing or connecting to cable is prohibited by law and could result in arrest, as well as restitution for damage.

UHRL.0004 APPLIANCES (-3 Point)

The use of electrical appliances is permitted in the residence halls with certain guidelines. Residents in the halls should be aware that several rooms are on the same circuit and should coordinate use of appliances so that power is not interrupted. If residents have questions about specific appliances they should ask their Resident Assistant, ARLC or RLC.

• Generally, all appliances should require no more than 1500 watts per room.
• Residents who repeatedly cause power interruptions will be subject to disciplinary sanctions if they do not attempt to correct their power usage.
• Appliances used in the residence halls must be safe in design and structure (such as UL approved appliances) and be properly maintained.
• Residents should avoid appliances that disturb others.
• Appliances with exposed heating elements are not permitted in the residence halls such as heaters and hot plates. Some exceptions include hair dryers, curling irons, irons, and coffee pots.
• None of these appliances should be left unattended or plugged in an outlet.
• Residents of Crow, Curtiss, Daugette, Dixon, Fitzpatrick, Logan, Patterson and Sparkman may bring microfridges, microwaves fewer than 1000 watts, and refrigerators between 3.7 - 4.2 cubic feet.
• Only one (1) microfridge or one (1) refrigerator and (1) microwave are permitted per room.

UHRL.0005 ASSAULT/FIGHTING (-12 Points)

Physical abuse or conduct which threatens or endangers the health or safety of any resident WILL RESULT IN IMMEDIATE AND SERIOUS DISCIPLINARY ACTION, INCLUDING POSSIBLE EVICTION from University Housing and Residence Life. Students who have been assaulted or have information regarding any type of assault should seek assistance from Residence Life staff or contact JSU Police at 256-782-5050. **UHRL will contact the University Police Department immediately to assist with assault/fighting related violations.**

UHRL.0006 BALCONIES/PATIOS/ PORCHES (-1 Point)

• Residents residing in the apartment area, houses or residence halls that have balconies, patios, or porches are expected to keep them clean and orderly at all times.
• University furniture is not intended for use in these areas.
• Balconies, patios, and porches may not be used for storage.
• Because of the potential of serious injury, throwing objects from the balconies, patios, or porches is strictly prohibited.
• Residents are required to maintain reasonable levels of noise when using the balcony, patio, or porch to avoid disturbing others.
• Abusing the use of the balcony, patio, or porch (i.e. loud noise or music disturbing others, throwing objects, displaying unapproved banners, storing trash, debris, or paper products, storing University owned property) will result in disciplinary action. *Please see the Trash Policy.

**UHRL.0007 BICYCLES (-1 Point)**

• Bicycles or similar wheeled vehicles are not permitted to be parked in public areas of residential buildings.
• Prohibited bike areas include, but are not limited to lobbies, laundry rooms, balconies, hallways, stairwells, breezeways, and recreation areas.
• Bicycles may only be stored in outdoor bicycle racks, or inside room/apartment.
• Bicycles may not be chained to any fixture in the surrounding residential area (e.g., light post, tree, signs).

**UHRL.0008 BLOCK PARTIES (-3 Points)**

Block parties in streets, parking lots and other areas surrounding the residence halls, apartments or houses are prohibited. Violators will be disciplined through the JSU Judicial System according to the Student Code of Conduct or by state and federal laws.

**UHRL.0009 CHECK-IN/CHECK-OUT PROCEDURES (-2 Point)**

**Check-In**

Prior to your arrival make sure all fees have been paid and that you have photo identification available. Your room/apartment/house was pre-inspected and existing conditions are listed on the RCR, ACR, or HCR for your assignment.

• All students are responsible for completing, and returning to their RA, a room condition report (RCR) for residence halls, an apartment condition report (ACR) for apartments, or a house condition report (HRC) for houses.
• These forms must be completed after check-in. Students failing to return an RCR, ACR, or HCR within 48 hours will be responsible for all damages observed during health and safety or at check-out.
• At the time of check-out, each student is responsible for having his/her room, apartment or house inspected by a Resident Assistant. The student is responsible for any damages that were not specified on the condition report at check-in.
• By failing to follow the proper check-out procedures, the student may forfeit his or her right to contest any damage charges or face disciplinary action.

**Winter/Spring Break Check-Out**

• Winter check-out is mandatory during the winter break. Residents will be required to sign a winter check out form and turn in their key.
• Residents must be pre-registered for the spring semester and have all fees paid in order to check-in and receive their key after returning from winter break.
• Pre-registration is required for continuous housing residents (Sparkman Hall) to remain during the winter and spring breaks. However, in order to remain the resident must fill out an “Application for Winter/Spring Break Housing” form.

**UHRL.0010 CHILDREN (-1 Point)**

• Children are permitted to reside and be overnight guests in Jax Apartments and university owned houses only.
• Children must be in the custodial care of the student lease holder and/or spouse of the lease holder to be considered co-residents.
• Birth and/or Marriage Certificates must be provided to University Housing prior to an assignment being made for these facilities.
• Children are not allowed to play in the residence halls or in the laundry rooms. Parents are responsible for supervising their children at all times.
• Residents who leave children unattended in any residence hall/apartment area will be subject to disciplinary action.
• Babysitting within UHRL premises is not permitted at any time.

**UHRL.0011 COLLECTIVE ACCOUNTABILITY POLICY (-1 Point)**

The Department of University Housing and Residence Life uses a Collective Accountability Policy to help modify and change student behavior, and to prohibit tampering with fire & safety equipment, regulate acts of vandalism, promote cleanliness and health, and provide an atmosphere of living and learning for all residents. The policy involves a three-step educational and warning process that invites students to help Residence Life staff identify those who are causing damage or disrespecting the community. When violations occur to any part of a residence hall, house, or apartment complex every effort is made to determine who is responsible. When this fails however, all residents in the area affected will be notified of the violation and given a period of time in which any information about the incident may be given to your RA or RLC/ARLC.

If this fails to yield a responsible party, all residents in the affected area will be sanctioned accordingly. A series of warning letters are sent to residents in an attempt to gain information leading to the apprehension of the responsible party.

**UHRL.0012 COMPLIANCE (FAILURE TO COMPLY) (-3 Points)**

All members of the JSU residential community and their guests are expected to comply with the directions of University officials (Resident Assistants, Desk Staff, Residence Life Coordinators, University Police, etc.), acting in the performance of their official duties. This includes, but is not limited to:

• Identifying oneself and producing valid identification.
• Changing one’s behavior when asked.
• Attending a scheduled disciplinary meeting or conference when requested.
• Failure to comply with community standards and/or expectations.
• Guest of residents who fail to comply with an official request will be asked to leave the residence facilities and possibly the JSU campus and may be restricted from further visitation.
• Any intentional, reckless, and/or substantial interference with Residential Life staff or University Officials in the performance of their duties is also a violation of this policy.

**UHRL.0013 COURTESY AND QUIET HOURS (-2 Points)**

Since a primary purpose of the University is to foster learning, JSU students have the right to read and study in their own room/suite/apartment. Therefore, noise or other distractions that interfere with this right are prohibited. What one person may consider to be “noise” another person may not consider noise; therefore, residents are expected to act in a reasonable and compliant manner when approached by other residents or staff concerning noise, music, and all other sounds.

- **Quiet Hours:**
  - Are 24-Hours a day, 7 days a week in Patterson and Logan Halls.
  - Are 8 p.m. to 9 a.m. Sunday through Thursday, and from midnight to 9 a.m. on Friday and Saturday.
  - Are to be respected and followed.
  - Are enforced both inside and outside.
  - Lend themselves to study. Therefore, loud conversation, loud music or any other interference is prohibited.

- If your right to sleep or study during Quiet Hours is violated, please do the following:
  - Politely ask those causing the disturbance to refrain. Most people do not realize they are disturbing others and will cooperate.
  - If the noise continues, tell your Resident Assistant, Assistant Residence Life Coordinator or Residence Life Coordinator.

- During final exam times, special Quiet Hours are posted in the residence halls. Twenty-four (24) hour quiet hours will be in effect beginning the last week of classes and ending with the last scheduled final exam of the semester. Twenty-four (24) hour quiet hours may start earlier or later at the discretion of the Residence Life Coordinator or the vote of the Residence Hall Association.

- **Courtesy Hours:**
  - Courtesy hours are in effect at all times, 24 hours a day 7 days a week.
  - During courtesy hours, noise is to be kept at a level that it does not disturb others. Complying with courtesy hours allows all residents to sleep, study, relax, or host visitors without distracting noise from neighbors.
  - Residents are expected to comply with any request to lower their noise level whether it is a request from fellow students or staff.
  - Playing musical instruments, radios, stereos, TVs, or other amplifying devices, which interfere with the quiet enjoyment of the room/apartment or community by roommate or residents may result in the restriction or removal of such items from the residence hall/apartment and possible disciplinary action.
  - Stereo speakers should not be directed out of hall/apartment windows or placed on balconies at any time.

**UHRL.0014 DOORS (-2 Points)**

High priority is given to the security of residents and this is the basis for policies regulating access into the residence halls. All traffic should flow through the front doors. Residence Hall Staff/Desk Assistants monitor the access to the halls and enforce the visitation policy. These
individuals are in communication with the JSU Police Department for immediate response to emergencies.

- Entrance through doors marked EXIT ONLY is not permitted.
- NEVER PROP DOORS! The propping, or other obstruction of exterior doors, is prohibited. Any student found propping open any door will be held responsible for violating the safety of the residents living in that building.
- Any resident that does prop a door open places all other residents in the hall at risk and will be subject to serious disciplinary action.
- As a student if you discover a propped door, you should close the door and notify Residence Life staff. Any resident who Withholds information concerning the propping of doors may face disciplinary action.
- Doors, other than the main entrance, in the residence halls are equipped with alarms that sound when opened. Residents should enter and exit all residence halls through the front entrance doors only. Residents who violate this policy will be subject to disciplinary action.

**UHRL.0015 ELEVATORS** (-2 Points)
Passenger elevators located within Sparkman Hall are provided for use by residents, their guests, and residence hall staff. In order to keep elevators in safe working condition, the following actions are prohibited and will result in disciplinary action:

- Smoking in the elevators.
- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading elevators.
- Use of emergency alarms and emergency stops in non-emergency situations.
- Evacuating people from the elevator without trained personnel.
- Spraying offensive objects/residue in elevators.
- Flyers may not be posted on outside or inside of elevator doors.

**UHRL.0016 FURNITURE** (-2 Points)

- Stacking of furniture is not allowed.
- Furniture may not be modified, dismantled, moved in or out of the room.
- Furniture may be rearranged, but it is required that you leave the furniture in the appropriate room (i.e. beds in bedroom, sofa in living room, etc.). Furniture must be arranged in its original position upon check out.
- Furniture may not be transferred from one room/apartment/suite to another. Violation of this policy will result in a $50.00 fine to all residents of each room/apartment/suite.
- In the event furniture cannot be accounted for, replacement cost of the furniture will be assessed to the resident(s) student account (See charges for replacement).
- Because of potential damage to the floor, liquid filled furniture is not permitted. (ie. Waterbeds, etc.)

**UHRL.0017 GRILLS** (-3 Points)
Small charcoal grills are available near designated residence halls or apartments for your use.
• Neither lighter fluid nor charcoal may be stored in rooms/apartments/houses.
• Do not allow hot coals to fall from the balconies. Before disposing of charcoal, make sure they are in a non-combustible/flammable state.
• Grills (gas, propane, or charcoal) are not permitted in the apartment area.

UHRL.0018 GROUNDS (-1 Point)

The grounds around the residence halls, apartments, and houses are maintained by the University Physical Plant. Students living in houses are responsible for the appearance (not mowing) of their lawn and grounds.

• The Department of University Housing and Residence Life must approve the removal of existing plants or setting out of additional plants for houses.
• The University reserves the right to remove hazardous or unsightly items.
• Residents of University Owned Residence Halls/Apartments/Houses are not permitted to park on grass areas of the property if there is a designated parking area established. Failure to comply could result in disciplinary action and/or monetary fines.
• Residents of University Owned Houses/Apartments should remove all toys, equipment, or other miscellaneous items from plain view in lawn and grounds area.

UHRL.0019 HALL SPORTS/HORSE PLAY (-2 Point)

Because of the potential for personal injury, injury to others, disruption of the sleep/study atmosphere, and/or damages to facilities, the playing of hall sports within the hallways or common areas of the residence halls is prohibited. This includes, but is not limited to, bike riding, rollerblading, bouncing balls, etc. Residents are encouraged to use the appropriate recreational areas for these activities.

UHRL.0020 HARASSMENT (-4 Points)

Harassment of any type will not be tolerated. This includes threat of physical harm or the threat of personal possessions. The harassment of students, visitors, guests and University personnel will not be tolerated under any circumstance. For further information on JSU’s Policy on Sexual Harassment and Sexual Assault refer to the JSU Student Handbook.

UHRL.0021 HEALTH AND SAFETY INSPECTIONS (-2 Points)

Residence Life staff conducts monthly health and safety inspections. Your RA will visit your room, apartment, or house monthly to check for compliance with fire and safety regulations, maintenance repairs, and cleanliness of bathrooms and kitchen facilities in the apartment area and houses. Facilities that are not clean create a variety of health problems, including attracting pests. Routine inspections also help us to prevent or correct maintenance concerns. Your RA will also be checking to ensure that your room, apartment, or house meets fire safety standards. If necessary, your RA will forward the inspection information to maintenance staff. Maintenance staff will enter your room to complete a repair just as if you had placed a work order.

• Residents whose room, apartment or house does not pass inspection will have at least 48 hours to correct infractions.
• If the room, apartment or house fails to pass the second inspection, a $25.00 fine will be added to each resident’s student account.
• If the room, apartment or house fails to pass the third inspection, a $50.00 fine will be added to each resident’s student account.
• Failure to correct infractions after the third inspection may result in a recommendation that the University Housing Lease Agreement be terminated.
• Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

UHRL.0022 ILLEGAL DRUGS/DRUG PARAPHERNALIA/SUSPICION OF DRUG DISTRIBUTION OR USAGE (-12 Points)

Illegal, dangerous, or controlled drugs and/or drug paraphernalia are strictly prohibited in University Housing and Residence Life. Residence Life staff members have authority to conduct a plain view search of rooms/suites/apartments/houses, including an entire hall or building as deemed necessary. All residents are responsible for reporting violations. Students located in the room/suite/apartment/house of the person(s) in violation of the drug policy are also subject to discipline by the University. UHRL will contact the University Police Department immediately to assist with drug related violations.

• It is against the law and University regulations for students to use, sell, and/or possess illegal, dangerous or controlled drugs.
• Students in violation of this policy will lose University Housing privileges and be disciplined by the University in accordance with its policies.
• Students in violation of this policy may also face criminal prosecution.

The Department of University Housing and Residence Life has a zero tolerance policy for the possession, distribution, or use of illegal drugs/drug paraphernalia. Failure to comply with the University’s and the Department of University Housing and Residence Life’s drug policy may result in, but are not limited to the following sanctions:

• Removal from the Residence Life system with no refund of deposit and full payment of Lease agreement required.
• Referral to the Counseling Office or Substance Abuse Agency.
• Referral to the University Judicial System for possible disciplinary action including suspension or expulsion.
• All individuals involved will be held responsible for any illegal substances found in the room/suite/apartment/house.

UHRL.0023 KEYS (-2 Points)

At check-in, you will sign out your room, apartment or house key. If you live within a residence hall, you will also be issued a colored key tag. Each hall is represented by a specific color and must be shown upon entry of your hall. Your signature on the form indicates your acceptance of responsibility for the appropriate use of your key at all times. Your key is given to you for your use only! You may not lend your key to others or duplicate it.

Lock Outs
• If you are temporarily locked out of your room, apartment, or house, you must locate your RA or another Residence Life staff member to let you into your residence. Photo identification must be shown to the staff member at the time of the lock out to verify that the student is, in fact, a resident of that particular room. Staff members may not unlock a door for anyone other than the resident of that room. Your student account will be charged a $5.00 lock out fee.

• Excessive lock outs (3-4 per month) will result in disciplinary action.

Lock Changes

• If you lose your key, you should report it immediately to your RA. A lock change request will then be submitted. The lock will be changed and new keys will be issued to you and your roommate(s) for your security. You will be charged $50 for the lock change.

• The RLC will issue you a spare key until the lock is changed.

• If you sign out a temporary key, it must be returned within 48 hours. If a key is not returned during this time period, steps will be taken to initiate an immediate lock change at your expense.

UHRL.0024 LAUNDRY (-1 Point)

Each residence hall, Pannell Apartments and Jax Apartments have centrally located coin operated laundry facilities for the use of the residents in those specific halls or complexes only. Please use caution when operating machines. Overloading machines can cause damage to the articles being washed and create the potential for an electrical fire. Residents are encouraged to stay with their laundry. Neither JSU nor the Department of University Housing and Residence Life will be responsible for lost or stolen articles in the laundries. If a washer or dryer malfunctions, please contact your RA or RLC to post an “OUT OF ORDER” sign on the machine and to notify the Department of University Housing and Residence Life for repair. Please use the trash cans provided in the laundry rooms to keep them clean and orderly at all times.

UHRL.0025 LOITERING (-2 Points)

Due to concerns surrounding safety, security and students' right to privacy in all residence halls, the following policies have been established.

No loitering will be allowed in or around any the residence halls, University owned apartments or, houses.

Loitering shall be defined as:

• Any individual or groups of individuals congregating in or around a residence hall without a reason or cause relating to that specific hall.

• Any individual or group of individuals in and around a residence hall causing an annoyance or inconvenience to residents and their guests.

• Residence halls shall include all areas within the building proper as well as all exterior areas of the residence hall including patios, porches, stairwells, sidewalks, lawns and parking areas.
• Halls/areas with specific loitering policies have those posted in those areas.
• Guests of residents may be in and around residence halls in accordance with established guidelines including:
  o All guests will be escorted at all times by their host.
  o No resident may host more than two (2) guests at any time.
  o Residence hall staff will, upon receiving a complaint about loitering, ask the individual or group of individuals to vacate the premises.
  o Failure to comply with this request will result in the University Police being called and disciplinary action being taken. Refer to the section "The University Judicial System" in the JSU Student Handbook for additional information.

UHRL.0026 MANDATORY MEETINGS (-2 Point)

The Department of University Housing and Residence Life reserves the right to call mandatory meetings as deemed necessary by appropriate staff. Non-attendance at any mandatory meeting will result in a $25.00 fee, disciplinary service, and/or other appropriate sanctioning. A mandatory meeting is defined as a meeting for an individual, room, suite, hall, or building as deemed necessary by appropriate staff. This includes meetings scheduled with administrative officials, hall staff, Student Affairs, Public Safety, Residence Life, or other University staff. If you are unable to attend a mandatory meeting due to class conflict, you must contact your Residence Life Coordinator (RLC) or the appropriate staff member you are to meet with at least 24 hours prior to the meeting.

UHRL.0027 OPEN FLAMES (-2 Points)

Items that require an open flame to operate or that produce heat (e.g., Bunsen burners, space heaters, candles (including decorative), alcohol burners, halogen torchiere floor lamps) are not allowed in residence halls. Burning of incense and herbs is also prohibited, including for religious reasons.

UHRL.0028 PETS (-3 Points)

• For health and sanitary reasons, pets are not permitted in the residence halls, apartments, or houses with the exception of fish in properly maintained aquariums (10 gallons or less) and animals necessary for students with disabilities.
• Reptiles are not permitted.
• A student requesting special accommodations must be registered with Disability Support Services. The student must have documentation submitted to the Department of University Housing and Residence Life from Disability Support Services.
• Failure to comply with the pet policy may result in the following disciplinary action:
  • The resident’s account may be assessed a $100 fine or the resident may be placed on probation.
  • A second occurrence may result in immediate eviction and an additional $100 fine.

UHRL.0029 POSTING POLICY (-1 Point)

• The posting of materials in public areas must be approved by the Department of University Housing and Residence Life office, and we reserve the right to refuse such postings which contain rude, vulgar, indecent, or obscene expressions.
• Hallways and windows are also considered public areas and are subject to the same restrictions as other public postings.
• Only University Housing and Residence Life staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls, apartment complexes or houses.
• Recognized student clubs/organizations may submit to the Department of University Housing and Residence Life one flyer or poster for posting in each lobby area of the residence halls, apartments, and houses. The Department of University Housing and Residence Life will determine if the items may be posted.
• To protect residents from unwanted disturbances, fliers, booklets, magazines and any other advertisement must be approved in advanced to be posted or placed in the residence halls, apartment complexes or on University houses.
• The Department of University Housing and Residence Life will approve items with a University Housing and Residence Life stamp. Items that do not have the stamp and approval of University Housing and Residence Life will be removed immediately from bulletin boards, lobby areas and etc.
• Only University Housing functions or announcements may be placed in the glass areas of residence halls and apartment complexes.
• Fliers are not permitted to be posted on entrance doorways.
• Establishments not associated with the University, (i.e., businesses, restaurants, taverns) may not post flyers in any residential area.

UHRL.0030 PRESCRIPTION DRUG POLICY (-2 Points)

Misuse or distribution of prescription drugs is strictly prohibited. Prescription medications must be properly labeled and in original pharmaceutical bottles. Failure to comply with the University’s prescription drug policy may result in disciplinary action.

UHRL.0031 PROFANITY/OBScenITY (-2 Points)

The use of rude, vulgar, indecent or obscene depicted, verbal or written expressions, while protected by the First Amendment, are considered detrimental to the community environment and are certainly not condoned. The posting of materials in public areas must be approved by the Department of University Housing and Residence Life office, and we reserve the right to refuse such postings which contain rude, vulgar, indecent, or obscene expressions. Hallways and windows are also considered public areas and are subject to the same restrictions as other public postings.

UHRL.0032 PUBLIC AREAS (-1 Point)

Residence Life Coordinators must approve any usage of residence hall facilities by residents, students, recognized student organizations, and/or any other person or group. Generally, residence hall spaces are reserved for the exclusive use of the staff and residents of that building. Public areas are defined as hall and room windows, doors, hallways, stairwells, laundry rooms, lobbies, or TV/Study lounges.

UHRL.0033 RAPE & SEXUAL ASSAULT/MISCONDUCT (-12 Points)
The Residence Life staff and University Police work cooperatively with University Health Services and the Counseling Center to provide support for the victims and survivors of rape and sexual assault. If you or someone you know has been sexually assaulted, the JSU Police and your RLC can assist you in reporting the crime and contacting on-call staff in other offices to support you. University Health Service has staff on call 24 hours a day to assist you. The Counseling Center staff is also on-call through the police for emergency counseling support. If you prefer not to use campus resources for support, off campus sources of support and information include the Daybreak Crisis Recovery Center, Inc. (256-237-6300) and the 24-Hour Crisis Line (1-800-656-HOPE (4673)). **UHRL will contact the University Police Department immediately to assist with rape related violations.**

- No student shall make sexually oriented touches, advancements, or physical contact without the full consent of the other party, or shall a student engage in lewd or lascivious behavior on university property or in university owned or operated buildings.
- Anyone caught in violation of rape or sexual assault will face serious disciplinary action, including but not limited to eviction or expulsion from the university.

**UHRL.0034 RECREATION (-1 Point)**

Each residence hall provides a variety of games that may be checked out through the hall’s front desk with one’s student ID. Check with the front desk to see what is available at your hall. Destruction of recreational items or failure to return items may result in disciplinary action.

**UHRL.0035 RESIDENCE HALL SAFETY (-2 Points)**

**Fire**

In the event of a fire, all residence hall buildings will be evacuated in order to protect the health and safety of the residents, guests and visitors. When notified you must assume there is an emergency. Failure to comply with these outlined steps may result in disciplinary action:

- **REMAIN CALM.**
- Evacuate by the nearest safety exit stairway.
- **DO NOT USE ELEVATORS.** Elevators will either automatically return to the first floor or the JSU Police will return them to the first floor.
- After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a responsible official. Suitable emergency shelter will be provided as soon as possible.
- Return to the hall ONLY when told by Fire Department Officials, JSU Police, or a University Housing and Residence Life staff member.

**Bomb Threats**

Participating in the execution of a bomb threat or failure to comply with evacuation in the event of a bomb threat may result in disciplinary action. Refer to the Resident Safety Brochure for additional information.

**Fire Drills**
All persons inside the building during emergency drills are required to evacuate the building. Failure to evacuate the building for any reason, including sleeping through an alarm, may result in disciplinary action.

Fire Safety Regulations

It is essential that residents observe the following fire safety regulations:

- Do not leave appliances unattended while in use.
- Do not overload electrical circuits.
- No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.
- Fireworks are prohibited.
- Electrical appliances with exposed heating elements are prohibited. See list of approved appliances by UHRL.
- The use of multi-outlet plugs is prohibited, except for those with built-in circuit breakers.
- Motorcycles, motor scooters, and other internal combustible engines are not permitted inside or adjacent to residence halls, rooms/suites/apartments, except in approved parking lots.
- Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exiting from the building.
- Smoking is prohibited inside all residence halls, apartments and houses.
- Do not cover or disconnect the smoke detectors.
- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or removal of smoke detectors, smoke detector batteries or otherwise, propping stairwell fire doors, obstructing halls and stairways with furniture debris and other materials is a violation of hall policies and state and federal regulations. These actions are also subject to monetary fines.

UHRL.0036 RESPONSIBILITY FOR THE ROOM (DAMAGES/DECORATIONS)

(~2 Points)

We encourage you to personalize your room to fit the tastes of you and your roommate(s). Room decorations can transform your room into a comfortable home, but certain restrictions are necessary. Pictures, posters, and other items used to decorate a student’s room can make resident feel more at home.

- Decorations are encouraged as long as they do not create health, fire hazards or room damage.
- Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authority.
- Do not cover peepholes or fire alarms.
- All university furniture must stay in the assigned room.
- All decorations are subject to the approval of roommates.
- Wall murals are not permitted.
- Only fabric-backed hooks that adhere to the wall can be used in the halls, apartment area, and houses. Please take care to hang items so that walls are not damaged.
- Double sided tape, contact paper and wallpaper are not permitted.
- Individual decorations must follow these guidelines:
• Only artificial trees are permitted. Bring trees in by stairwells or elevators. Do not allow lighting wires to come in contact with metallic parts of the tree.
• Provide safe distance between all displays and do not string decorations from room-to-room or from hallway-to-hallway.
• All decorations must be flameproof or fire retardant. Check package labels to ensure fire safety. Materials that are not generally flameproof include natural leaves, tree branches, cornstalks, hay, cotton, batting.
• Electrical devices such as lights, etc. must be UL approved.
• Electrical cords must not have frayed parts or loose connectors.
• Any decoration with an open flame such as candles, gas- or oil-fired lanterns, is prohibited.
• Turn off all decorative lights before leaving your room/apartment.
• Halogen lamps are not permitted.
• Hanging anything from the ceiling is not permitted.
• String hanging lights are not permitted inside or outside your room/apartment/suite.
• No colored light bulbs are permitted in the university provided light fixtures. This hinders the staff from conducting inspections.
• The use of empty beer, liquor, or other controlled substance bottles as decoration will not be permitted within the residence halls or apartment area.

• Each student must take reasonable care (as determined by Residence Life) of their room, apartment, or house and its furnishings.
• There should be no modifications to “freestanding” furniture (beds, desks, chests) and equipment.
• Residents may not introduce into their rooms or apartments any furnishings or equipment which obstruct exits, create safety and/or fire hazard, or which appreciably increases structural load.
• Residents who fail to adhere to this policy are subject to damage charges and disciplinary sanctions.

**UHRL.0037 ROOMMATE TRESPASSING (-3 Points)**

• Each resident has been assigned a half space in housing, unless there is a special case warranting a private space. When one roommate moves into the assignment before the other and does the following it is called "Roommate Trespassing."
  o The roommate is occupying both sides of the room.
  o The room and/or the bathroom is not clean.
• Encroaching upon your roommate's space is offensive, inconsiderate and inconvenient to the incoming roommate. Roommate trespassing is unacceptable behavior in University Housing and Residence Life and violators of this policy are subject to a $100 fine.
• Allowing a person to move into your room or suite that has not been assigned to your room or suite by the Department of University Housing and Residence Life is also considered Roommate Trespassing. Violators are subject to the $100 fine, disciplinary action, and possibly eviction.

**UHRL.0038 SCREENS (-2 Points)**

• Screens must be kept in place at all times.
• Throwing or hanging objects from the windows or railings is prohibited.
Students will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges.

Removal of the screen will result in a $50.00 reinstallation charge. Additional sanctions may result depending on the actions of the individual(s) and/or the consequences of these actions.

**UHRL.0039 SMOKE DETECTORS (-4 Points)**

All student rooms are equipped with smoke detectors. All halls are equipped with electric smoke detectors except for Sparkman Hall. Sparkman Hall has battery operated smoke detectors. If you are a Sparkman Hall resident and your smoke detector slowly and continuously beeps, please contact your Resident Assistant immediately. Every fall, each detector is thoroughly inspected. RAs check each smoke detector before fall opening and during Health and Safety inspections.

According to Alabama law it is a misdemeanor crime to tamper with or disable any fire equipment or protection systems which includes but is not limited to fire extinguisher, fire alarm and smoke detectors. Everyone’s safety is jeopardized when this occurs. The violation is punishable by $100.00 fine and/or possible imprisonment.

**UHRL.0040 SMOKING POLICY (-2 Points)**

Jacksonville State University is a smoke-free campus. The University and the Department of University Housing and Residence Life are committed to promote a safe and healthy work and educational environment for all students, staff, and visitors on campus. Since many individuals express discomfort when exposed to secondhand smoke and/or smokeless receptacles, the Department of University Housing and Residence Life has adopted a policy that restricts smoking and the use of smokeless tobacco in University Housing and Residence Life. There are no designated public areas for smoking inside the residence halls (i.e. stairwells, hallways, common areas).

According to JSU Policy IV: 02:04, smoking in all University facilities is prohibited. Smoking is permitted in the side parking lots (personal car) or in the grassy area to the rear of the building. Please refrain from smoking near doors of ventilation systems. There should be NO SMOKING within 25 feet of any building. Also, the use of smokeless tobacco is prohibited in any facility on JSU property.

- Residents are prohibited from smoking in rooms, houses, and apartment complexes.
- Smoking in non-designated areas will be treated as non-compliance.
- Clove cigarettes, and similar items are prohibited because their use may make it difficult to discern violation of the University Drug Policy.
- Residents are responsible for putting their cigarette butts and ashes in the appropriate place.

**UHRL.0041 SOLICITATION AND SALES (-2 Point)**

Solicitation and sales are prohibited in all residence facilities and grounds without approval from the Department of University Housing and Residence Life. Solicitation is any effort to ask for donations or contributions of time, money, goods or services. Solicitation also refers to canvassing, door-to-door polling, and promotional activities. Sales are efforts to offer a product
or service in return for money, goods, or other services. Individual students may not conduct any business enterprises, exclusive of University approved activities, within the residence halls, apartments or houses. Furthermore, resident students may not contract with vendors which provide services in resident rooms/apartments/houses. Solicitation including door-to-door sales within the residence halls/apartments/houses is not permitted. Residence Life Staff and approved student organizations may request permission, from the Assistant Director of University Housing and Residence Life or a designee, to sell or solicit in designated areas only.

**UHRL.0042 STEREOS/AUDIO EQUIPMENT (-2 Point)**

You must be respectful when playing your stereo or other audio equipment in the residence halls, apartments, houses, or parking lot areas near or adjacent to residence halls.

- Stereos and audio equipment must be played at a reasonable time and volume that will not interfere with other residents’ right to sleep or study.
- Stereos and audio equipment may not be directed out of windows, balconies, or patio doors.
- Failure to comply with these responsibilities will result in the immediate removal of the stereo or audio equipment from your room/suite/apartment and/or further disciplinary actions.

**UHRL.0043 THEFT (-12Points)**

The Department of University Housing and Residence Life has a “zero tolerance” concerning theft. UHRL will contact the University Police Department to assist with theft related violations. This includes but is not limited to:

- Property Theft – stealing, attempting to steal, assisting in the theft of any money, property, or item(s) of value not belonging to him/her, illegally use of property not belonging to him/her.
- Identity Theft – using credit cards, phone cards, identification cards, personal identification numbers or other documentation belonging to another individual for fraudulent transactions.

Residents involved in theft violations will be subject but not limited to the following sanctions:

- Immediate eviction from University Housing and Residence Life. Upon eviction, all cost (remaining portion of lease agreement and forfeited deposit) will be assumed by the evictee.
- Referral to counseling evaluations at the JSU Counseling and Career Services department.
- Referral to and enrollment in Anger Management courses at the expense of the resident.

**UHRL.0044 TRASH (-1 Point)**

- Properly dispose of all large trash items and small trash items, when the inside trash can is full, in the trash dumpster outside your residence hall or apartment complex.
• Do not dispose of trash in the hallways, stairwells, balconies, parking lots, water fountains, bathroom sinks, or patios.
• Residents who reside in university owned houses must dispose of trash in the outside receptacle provided by the City of Jacksonville. Failure to comply may result in but are not limited to the following:
  o Disciplinary action or sanction.
  o A $25 fine being assessed to the resident’s student account whose door the items are located near.
  o A $5 fine being assessed to the student account of all complex or floor residents for items in community areas.

UHRL.0045 VANDALISM (-4 Points)

There is no acceptable excuse for purposely damaging University or personal property. Any student who commits an act of vandalism will be charged the cost for the damage and will face strict disciplinary action, including dismissal from the residence hall. In addition, the student may be charged for replacement or repair of the vandalized property. The exterior and interior finishes on room doors and walls are easily damaged by tape, tacks, etc.; therefore, any materials that can damage these areas should not be used to post objects. If you choose to post something on your door(s) or wall(s), you assume full responsibility for damage, and will be assessed an appropriate fee. All mounting materials must be removed prior to checkout. If damages are found, the student will be fined, and the items must be removed permanently.

UHRL.0046 VIOLENCE (-12 Points)

The Department of University Housing and Residence Life has a “zero tolerance” concerning acts of violence inside the residence halls. UHRL will contact the University Police Department immediately to assist with violence related violations.

• Acts of violence are termed as physical acts, which harm or have the potential to harm others, whether in courtship or domestic violence relationships.
• Physical assaults are also included in these acts and are considered inappropriate and a threat to the community. Any resident engaging in such behaviors will be subject but not limited to the following sanctions:
  o Immediate dismissal from University Housing and Residence Life and forfeiture of the Housing deposit.
  o Referral to counseling at the JSU Counseling center.
  o Referral to and enrollment in Anger Management course at the cost of the resident.

Once a resident’s lease agreement has been terminated, the resident cannot reside in University Housing. Residents interested in appealing should refer to the discipline process concerning appeals.

UHRL.0047 VISITATION (-2 Points)
Visitation within residence halls is only allowed during specified visitation hours below. Failure to comply with these hours can result in deduction of points, loss of visitation privileges, or any other sanction approved by UHRL.

**Hours**

Residence Halls have the following visitation hours:

- Monday-Thursday: 2 p.m. until 11 p.m.
- Friday-Saturday: 12 p.m. until 12 a.m.
- Sunday: 12 p.m. until 11 p.m.

*All apartment complexes have 24 hour visitation and courtesy hours.

**Visitation and Guest Policy**

- Each roommate must consent to all guests in their room/apartment/suite.
- Residents are responsible for the conduct of their guest. Residents who entertain visitors are expected to maintain standards of appropriate group living behavior, and their roommate’s right to privacy will take priority over the privilege to entertain a guest.
- Guests and visitors of the opposite sex are required to use appropriately designated bathroom facilities.
- Visitors are permitted in the apartments 24 hours a day.
- Residents must inform visitors of pertinent University Housing policies and procedures, and they must accompany visitors at all times.
- Visitors and Residents from other halls/areas must present a Photo I.D. to the staff person on duty at the main desk. Each visitor must be registered every time he/she enters the hall.
- Residents must accompany their visitors at all times. All visitors must obey all University Housing and Residence Life and JSU policies and procedures.

**Overnight Guest Privileges/Cohabitation**

Residents may have guests of the same sex provided they secure the consent of their roommates and inform their Resident Assistant by submitting an Overnight Guest Privilege form.

- Overnight guests must be at least 17 years of age and have valid photo identification in their possession.
- Each roommate must consent to all guests in their room or suite. Residents are responsible for the conduct of their guest at all times.
- Overnight Privilege is defined as “Visitors staying for more than a total of five (5) hours between 12:00 Midnight and 8:00 a.m.”
- Each resident may utilize four (4) overnight privileges in a 30-day period upon prior notice and approval of the Department of University Housing and Residence Life.
- Overnight visitors are prohibited without the expressed written consent of the student’s roommate(s) and the University. A consent form is available at the front desk.
- If there is an overnight visitor without a consent form, the resident is subject to eviction and disciplinary action.
• Overnight visitors must properly check into the residence hall at the front desk with photo identification.
• Visitation is not restricted in the apartments and houses. However, male/female cohabitation is not permitted in University Residence Halls, apartments or houses.
• Male/female residence hall, apartment or house sharing is not permitted.
• Cohabitation is defined as a visitor residing with a resident and/or within University Housing facilities for more than a total of four (4) nights in a 30-day period. Any resident found having an individual, other than roommates assigned by the Department of University Housing and Residence Life, residing with them is subject to disciplinary action and/or immediate eviction.

UHRL.0048 WEAPONS, FIREARMS AND EXPLOSIVE DEVICES (-12 Points)

The following are strictly prohibited in or around residence halls:

• Firearm, including rifles, handguns, air guns, shotguns, and pistols.
• Ammunition for firearms or any explosives such as dynamite cartridges, bombs, grenades, mine explosive devices, including fireworks and firecrackers.
• Bowie knives, daggers, slingshots, leaded cans, switchblade knives, blackjacks, metallic knuckles or any other weapons.
• Students possessing these items may be removed from University Housing and Residence Life.

UHRL.0049 WINDOWS (-2 Points)

As a safety feature, certain windows in the residence halls and apartments have been equipped with devices to limit the distance they can be opened. It is vital that these clips not be removed or altered. Removal will result in a replacement charge. Screens and blinds must not be removed. Displays, objects, pictures or any form of window covering may not be placed between blinds and windows. The throwing of objects from windows is strictly prohibited. Failure to comply will result in disciplinary action.