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 residence hall/apartments and housing programs and services. It also maintains all housing records including incidents, room assignments, room assignment 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. Residents in the apartment area 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 University Housing and Residence Life staff includes the following professional and paraprofessional team members throughout each area:

**PROFESSIONAL STAFF**

**Residence Life Coordinators** (RLCs) are full-time professional staff members who supervise the Assistant Residence Life Coordinators (ARLCs), 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 seek 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** (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** (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.

**Desk Assistants** (DDA) are Housing staff members 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/housing](http://www.jsu.edu/housing).

**Night Desk Assistant** (NDA) works in the residence hall from 12:00 a.m. until 6:00 a.m. 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 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.

**University Police Department** 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.
Guide to Residence Living

University Housing and Residence Life Policies and Procedures
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.

   - Graduation (Proof of graduation from Registrar’s Office required)
   - Marriage (Copy of marriage license required)
   - Student teaching or internship (Documentation from advisor required)
   - Withdrawal* (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* (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* (Proof of medical history)  
     *Release for medical condition will be decided on a case-by-case basis.
   - Military – Active Duty (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 and Residence Life 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 15**th. 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 be charged an additional $300.00 cancellation fee. IF THE REQUEST IS DENIED AND THE STUDENT STILL CHOOSES TO VACATE THE ASSIGNMENT, THEY 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 Staff Development and Community Standards 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**

Alabama law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age (21 years of age) and prohibits making alcoholic beverages available to persons under the legal drinking age. Residents that are underage and found in possession of alcoholic beverages will be found in violation of the Alcohol Policy. Residents of legal drinking age may consume alcohol responsibly in the privacy of their room/apartment. No alcohol is to be consumed in any other area of the residence halls, apartment complex, grounds, or parking lots. No open containers of alcohol are permitted outside of the residence hall room or resident’s apartment. Public intoxication is also prohibited. University Housing and Residence Life and Jacksonville State University will hold any student accountable that violated Alabama State law, created a disturbance, or posed a danger to themselves or others as a result of consuming alcohol.

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. The Alcohol Policy prohibits, but is not limited to, the following:
• Unauthorized or illegal use or any alcoholic beverage. This includes possession, use, or distribution of alcoholic beverages by underage persons.
• 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.
• Drinking, serving, and/or sale of alcohol is not permitted in the public areas of the residence halls, apartment buildings, parking lots, or grounds (e.g., lounges, lobby, parking lot, or balcony).
• 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.
• Kegs, party balls, punch bowls and other multi-quart containers (e.g., beer balls) are not permitted in any University owned facility, including individual rooms and apartments.

1. Misbehavior due to alcohol is at any time prohibited. This misbehavior 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.
2. Public intoxication is prohibited.
3. Misrepresentation of age to obtain alcoholic beverages or the brewing and/or distilling of alcohol in any residential facility is prohibited.
4. Students that are 21 years of age or older are not permitted to store alcohol in their room if their roommate is a minor that is under the age of 21. This behavior is considered contributing to a minor and is prohibited.

There are several actions that are permissible in University Housing in dealing with alcohol violations:
5. Names and photo identification will be taken from all students in any room/apartment where a staff member believes a violation has taken place. This also includes serving alcohol to underage persons on University Housing premises.
6. Under federal legislation adopted in 1998, the University may notify parents or guardians of students under the age of 21 who are found guilty of an alcohol or other drug violation. Notification of parents is done when Residence Life Staff believes it will help the student. When practicable, conversations may be held with the student before contact is made with parents to determine whether such contact is the best course of action. Factors that are considered when deciding to contact a student's parent/guardian are:
   a. A consistent pattern of negative or harmful behavior.
   b. Behavior that may affect the student's overall well-being or the well-being of others.
   c. Behaviors that may jeopardize their ability to remain a student.
   d. A situation of imminent danger.
7. Students, who choose to violate this policy, face the risk of having the Lease Agreement terminated.
8. Violation of the Alcohol policy may result in serious sanctions and fines:
   a. **Under age residents possessing or consuming alcoholic beverages:**
      i. 1st offense: $50 fine and referral to New Pathways program
      ii. 2nd offense: $100 fine, probation, and/or referral to the University Judicial Coordinator
      iii. 3rd offense: Termination of lease agreement
   b. **Distributing of alcoholic beverages to underage person:**
      i. 1st offense: $100 fine, probation, and referral to the University Judicial Coordinator
      ii. 2nd offense: Termination of lease agreement
   c. **Intoxication** (a person who, having consumed alcoholic beverages or other substances, experiences a loss of the normal use of mental and/or physical faculties such as: slurred speech, loss of motor coordination, aggression, loss of memory or abusive behavior):
      i. 1st offense: $50 fine and referral to New Pathways program
ii. 2nd offense: $100 fine, probation, and/or referral to the University Judicial Coordinator

iii. 3rd offense: Termination of lease agreement.

5. ANTENNAS/SATELLITE DISHES
Antennas and satellite dishes are prohibited.

6. APPEALS PROCESS FOR ADMINISTRATIVE CHARGES/DAMAGES AND LEASE AGREEMENT RELEASE:
1. 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 Winter break.
2. The Board reviews appeals concerning housing charges (i.e. rent, fines, etc.).
   o 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.
3. To have an appeal reviewed by the Board, a student must type a formal appeal letter.
   o The letter should state the issue to be reviewed, the reason for review, and the expected outcome.
   o Supporting documentation that was not available at the time the charge was assessed should accompany the letter and should also be typed.
   o 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 post marked prior to the last day of the month.
   o Emailed and faxed letters are acceptable.
   o 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 University Housing and Residence Life Office.
4. 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.
   o The Housing liaison will clarify Housing policies relative to the appeal and explain why the charge was assessed.
   o The Housing liaison does not vote.
   o Decisions are determined by a majority vote of members.
5. 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.
6. 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.
   o 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. If any unacceptable appliance(s) is found in the resident’s room, the RA will confiscate the appliance(s) during Health and Safety. The resident will receive it during check-out. If the appliance(s) is not claimed by the last day of check-out, it will be deemed as abandoned property and disposed of accordingly.
<table>
<thead>
<tr>
<th>Appliances in Residence Halls and Apartments</th>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td>Microwaves</td>
<td>VCRs/DVDs</td>
<td>Space heaters</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Computers</td>
<td>Window A/C</td>
</tr>
<tr>
<td>Irons</td>
<td>Radios</td>
<td>Sandwich makers*</td>
</tr>
<tr>
<td>Coffee pots</td>
<td>Humidifier</td>
<td>Waffle irons*</td>
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<tr>
<td>Curling irons</td>
<td>Dehumidifier</td>
<td>Toasters*</td>
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<tr>
<td>Blow dryers</td>
<td>Gaming systems</td>
<td>Toaster ovens*</td>
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<tr>
<td>Clocks</td>
<td>Fans</td>
<td>George Foreman</td>
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<tr>
<td>TVs</td>
<td>Answering machines</td>
<td>Grill*</td>
</tr>
<tr>
<td>Rice cookers</td>
<td>Candle warmers</td>
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</tbody>
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*Acceptable Appliances in Apartments

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 stairwells, laundry rooms, hallways and other common areas, as this creates a safety hazard. Bicycles (non-motorized) 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. Additional cable cord and televisions are not provided.

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 or apartment was pre-inspected and existing conditions are listed on the RCR or ACR, for your assignment. All students are responsible for completing, and returning to their RA, a room condition report (RCR) for residence halls, or an apartment condition report (ACR) for apartments. These forms must be completed during check-in. Students failing to return an RCR or ACR within 24 hours will be responsible for all damages observed during health-and safety or at check out.

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 re-assign the space. Failure to vacate the room or apartment 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 or apartment, the following must be completed:

- Contact your RA, ARLC, or RLC to sign-up for a mutual check-out time.
- Remove all personal property from the room or apartment
- Clean your room or apartment (dust, sweep and mop), including the bathroom and kitchen areas (if applicable).
- Empty and clean your Micr fridge unit or refrigerator (if applicable).
- Empty and clean your oven and stove (if applicable).
• Make sure your room or apartment 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 or apartment, appliances, furniture and/or fixtures.
• Remove all trash from the room or apartment.
• Empty all drawers and closets and leave them open for inspection by a RA, ARLC, or RLC.

Once a RA, ARLC, or RLC has inspected your room or apartment and verified that all of your responsibilities have been completed, you will be allowed to turn in your room key and sign your RCR or ACR. Failure to check-out properly will result in the resident being held financially liable for any damages to your room or apartment, appliances, furniture and/or fixtures.

Express Check Out
Express Check-Out allows residents the convenience of checking out at anytime without the need of meeting with a Resident Assistant. Express Check-Out envelopes can be picked up at the front desk.

Express Check-Out steps:
1. Let your RA know which check-out option you have chosen – standard or express – by the designated date and time (Please see your RA for the dates and times).
2. Remove all personal belongings from your room.
3. Clean your room and bathroom. (Discuss with roommate/suitmate, if applicable, who is responsible for cleaning bathroom).
4. Lock your door.
5. Complete and submit the Express Check-Out Form with key sealed inside to the Front Desk.
6. By choosing Express Checkout, you waive all rights to damages, charges, or appeals.

A note of caution: If you suspect that you may be charged, DO NOT use Express Checkout. Resident Assistants will inspect your room after you leave. Signing the Express Check Out form is consent to the resident being held financially liable for any damages to the room or apartment, appliances, furniture and/or fixtures that were not previously listed on the RCR/ACR.

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 because the buildings will be closed for the break. Residents not returning for the spring semester should properly vacate their assignment following normal check out procedures. Continuous housing residents (Sparkman Hall and on-campus Apartments) 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.

At the time of check out, each student is responsible for having his/her room or apartment 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 checkout procedures, the student may forfeit his or her right to contest any damage charges.

12. CHILDREN
The University provides no supervision of children in University Housing and Residence
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 of Jax Apartments. Birth and/or Marriage Certificates must be provided to University Housing and Residence Life prior to an assignment being made for Jax Apartments. Children and/or minors are not allowed to live in any other University Housing facility. The Department of University Housing and Residence Life will not assume liability for injury or accidents involving minors within or on the property of any University Housing and Residence Life 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 Housing officials (Resident Assistants, Desk Staff, Assistant Residence Life Coordinators, Residence Life Coordinators, etc.), acting in the performance of their administrative 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
Residents are responsible for contacting their RA if they have any concerns, questions or complaints. The RA may decide that it is necessary for an ARLC or RLC to intervene. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the ARLC or RLC. 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 of Staff Development and Community Standards. 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
Each member of the community is expected to constructively confront noise which is considered 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.

   Courtesy Hours: 24 Hours/7 days a week
   Quiet Hours: 8:00 p.m. – 8:00 a.m./7 days a week

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 EMERGENCY
- In the event of a medical emergency – call 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/apartment staff for on site assistance.
• All residence halls and on-campus apartments have a RA on-call Monday- Friday 4:30pm – 7:00am, Saturday and Sunday twenty-four 24 hours a day, ARLC and RLC 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 EMERGENCY

• A maintenance emergency is …
  o Overflowing water from water heater, sink, shower/tub, or toilet.
  o Complete power outage.
  o Smoking or sparking appliances.
  o Sewer problems indicated by a toilet not flushing, or a 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, the RA on-call, ARLC, or RLC.
• Give your name, a clear description of the problem, and your location (including floor and room).
• All residence halls have a RA on-call Monday- Friday 4:30pm – 7:00am, Saturday and Sunday twenty-four (24) hours a day. An ARLC or RLC 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 following reasons, but not limited to:

• Student defaults in the payment of housing or any university fees/charges.
• Student violates the terms of the lease agreement.
• Student misrepresents or falsifies 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 and Residence Life.

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 Out Procedures). If the student fails to vacate his/her assignment by the designated date and time, University Housing and Residence Life reserves the right to place a lock block or lock change on the door of the assigned space to prevent entry.

During this time, 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
Students residing in Crow, Curtiss, Daugette, Dixon, Fitzpatrick, Logan, Patterson and Sparkman Halls are required to participate in the Residence Dining Plan. For information, contact Sodexho at 256-782-7242.

20. GENERAL EXPECTATIONS
In the residence halls and on-campus apartments, where a large number of people with varying lifestyles live in close proximity, policies and procedures are necessary to promote a general safe and healthy 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, included, but not limited to, dismissal from the residence hall or on-campus apartment. 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 or on-campus apartment community.

21. GRILLS

Small charcoal grills are available near designated residence halls and on-campus apartments for your use. Before disposing of charcoal, make sure they are in a non-combustible/flammable state. It will be the responsibility of the person/s using the grill to clean and maintain the grill. Grills (gas, propane, or charcoal) are not permitted in any University owned residence hall or on-campus apartment.

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 and Residence Life is not responsible for theft or damage to personal belongings. Winter check-out is mandatory during the winter break. Residents residing in residence halls 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
Sparkman Hall and the on-campus apartments, are continuous housing facilities. During the summer terms, residents will be required to relocate to the designated summer housing facility. Residents are required to pay rent during the summer terms and August. Continuous housing residents will move to their fall assignments in August.

On-campus Apartments
Residents who apply and are assigned for the on-campus apartments will have signed a lease for the academic year in the fall of the school year and payment for your summer assignment will already have been received. During the spring semester residents will be required to re-apply to reside in the apartment area for the upcoming academic year.

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 be pre-registered for the fall semester, have an assignment and $150 nonrefundable application fee paid for the upcoming fall semester with the Department of University Housing and Residence Life. 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 Academic Calendar 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.

23. HEALTH AND SAFETY INSPECTIONS
Monthly health and safety inspections are conducted by residence life staff. RAs will visit your room and on-campus apartment, monthly to check for compliance with fire and safety regulations, maintenance repairs, and cleanliness of bathrooms and kitchen facilities in the apartment area. The RAs will also be checking to ensure that your room and apartment, meets fire safety standards. If necessary, your RA will forward the inspection information to maintenance staff in the form of a work order. Maintenance staff will enter your room to complete the work order.

24. HOUSING DEPOSIT REFUND STIPULATIONS
Graduating students who have questions concerning when and/or where their deposit refund check was mailed to 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 on-campus apartment area should move to Leone Cole Auditorium or the University Police Department. 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 weather radio or TV to a local station for information and advice from local authorities or the National Weather Service. 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, exaction ravine or low spot.

26. LAUNDRY ISSUES
University Housing and Residence Life provides residents with laundry facilities for their convenience. If a resident is experiencing a malfunction with the laundry machines, they should contact the front desk of that particular area. If after hours, contact the Resident Assistant On-Call for that area. A staff member will assist the resident with any laundry issues as soon as possible.

27. MAIL SERVICES
Mail service is available on the fourth floor of the Theron Montgomery Building. Packages may not be delivered to the residence halls and on-campus apartments, or the Housing Office.

28. MAINTENANCE
A work order request is needed when an item in your room, suite, or apartment requires repairs or maintenance; please report the problem directly to your Residence Life Staff. To complete a work order contact the front desk personnel in your hall. If you are a resident in the apartment area please contact the Apartment Office during office hours at 256-782-8336.

The University reserves the right to allow staff members to enter rooms/suites/apartments to examine, inspect and maintain all of the University Housing and Residence Life facilities. Residents are not allowed to perform their own repair work or hire outside contractors. To report problems after hours, residents should notify the Resident Assistant on-call.

29. PAYMENT FOR UNIVERSITY HOUSING

Students
For persons living in University Housing and Residence Life, the following applies:

- Housing fees are due in full by the confirmation date of each semester or term. Please see the JSU 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.

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 nonrefundable housing application fee of $150.
- 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 may pay rent on a monthly basis.
  - Rent is due on the first business day of each month.
  - 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.
  - If a Faculty/Staff resident is evicted, the resident will follow the check-out procedures listed below.
  - Contact University Housing and Residence Life office to request an official 30 day notice and make payroll deduction adjustments.
  - Contact the Residence Life Coordinator to schedule an appointment to check-out of the assignment.
  - Remove all personal belongings from the assigned space.
  - Clean the assigned space and all appliances.
  - Remove all trash, adhesive, tape, etc. from the assigned space.
  - Check out of the assigned space with Residence Life staff by signing the ACR, RCR and turning in all keys.

30. PEST CONTROL
The Department of University Housing and Residence Life has all halls and apartments 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 and Residence Life personnel will enter your room or apartment and spray or granulate the facility. If you are assigned to an apartment, a notice will be left that your assignment was treated. Treatment is scheduled as follows:
31. 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 residential living experience has the ability to enhance academic success and give a general feeling of satisfaction and 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. 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.

32. POLICE DEPARTMENT (UPD)

The Jacksonville State University Police Department is located in Salls Hall and can be contacted at extension 5050.

Crime Reporting Procedures
All crimes should immediately be reported to the JSU Police Department. If you are the victim of a crime, you should call the Police or stop by Salls Hall to initiate a written police report of the incident. You should also contact your RLC after notifying JSU Police. A police officer will conduct an investigation of the crime which may include but is not limited to 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. 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 charges.

Emergency Phones
Emergency 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. All emergency phones automatically connect 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). UPD 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 and are monitored by Desk Staff. Anyone entering a residence hall may be asked to present identification to the front desk. Every visitor 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. 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 semester 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**
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.

**36. RECYCLING**
In an effort to be environmentally conscious, The Department of University Housing and Residence Life participates in a campus recycling program. Recycling receptacles are located in all residence halls and Pannell Hall for the apartment area. All residents are encouraged to participate in this initiative.

**37. 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.

38. 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 provides 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.

39. RESIDENCE HALL, APARTMENT, 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</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>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>reinstallation 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>
<td>$25.00</td>
</tr>
<tr>
<td>replacement of key tag</td>
<td>$5.00</td>
</tr>
<tr>
<td>replacement of ceiling tile (each)</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of floor tile (each)</td>
<td>$25.00</td>
</tr>
<tr>
<td>repair to damaged public area carpet</td>
<td>$100.00</td>
</tr>
<tr>
<td>repair of damaged public area furniture</td>
<td>$100.00</td>
</tr>
<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>Description of Charge</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------------------------------------------------------</td>
<td>--------</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>
</tr>
<tr>
<td>replacement of sink</td>
<td>$200.00</td>
</tr>
<tr>
<td>replacement of toilet</td>
<td>$200.00</td>
</tr>
<tr>
<td>replacement of fire extinguisher</td>
<td>$150.00</td>
</tr>
<tr>
<td>replacement of lock on fire extinguisher case</td>
<td>$20.00</td>
</tr>
<tr>
<td>replacement of glass in fire extinguisher case</td>
<td>$100.00</td>
</tr>
<tr>
<td>replacement of fire alarm box</td>
<td>$125.00</td>
</tr>
<tr>
<td>replacement of smoke detector</td>
<td>$125.00</td>
</tr>
<tr>
<td>replacement of weather/storm radio</td>
<td>$25.00</td>
</tr>
<tr>
<td>replacement of security equipment</td>
<td>TBA</td>
</tr>
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</table>

**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>
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<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 per bag</td>
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</tbody>
</table>

**GENERAL**

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

40. RESIDENCE HALL ASSOCIATION

The Residence Hall Association is comprised of residents living in University Housing and Residence Life. 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 on campus 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. Details about RHA can be obtained from your Residence Life Coordinator.

41. ROOM CHANGES

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 first. 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. Residents wishing to make hall or room changes must complete a hall or room change request form and return it to the front desk of your hall/area. These forms are available at the front desk of each residence hall and at the Pannell Apartment Office.

Room Change Week is the third full week of the semester. Exceptions will be at the discretion of the Residence Life Coordinator. Residents who elect to move from a more expensive room, hall, apartment to a less expensive room, hall, apartment 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.

42. 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 to ascertain that the conditions of the room and furnishings agree with the original Room/Apartment Conditions Report.
• Make repairs in rooms, apartments, at any time during the school year, with reasonable consideration for the occupants.
• Enter a student room, apartment, 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 and or Residence Life community.
• Enter a student room, apartment, or 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 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 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 must be made prior to occupancy for cleanliness or maintenance concerns).
- If possible, at least one occupant of the room/apartment is present during the inspection.

43. ROOM/SUITE/APARTMENT
Residents are responsible for the cleaning of their rooms, suites, apartments. 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, garbage, and recyclables 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.) before receiving a new roommate.

Upon moving out, the room/suite/apartment 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, up to acceptable standards.

44. 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. Residence 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 ensure that your door is locked at all times. Review the Resident Safety Brochure for additional information.

45. 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 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.

46. STUDENT HEALTH SERVICES
Students who have questions regarding health issues, or need to see a physician may schedule an appointment with the Student Health Services at ext. 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.
47. 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.

48. 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 and Colonial Arms Apartments. 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 and apartments. Residents will receive their telephone numbers during check in. If you have questions or concerns regarding activation of voice mail, you may 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.

49. TEMPERATURE
The heating and cooling system for all residence halls cannot be immediately converted from heat to air or vice 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. RA ARLC, and RLC have no control over when the heat or air conditioning is turned on or off. We apologize for any inconvenience.

50. 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 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 and Residence Life.
- 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.

51. TERMINATION OF HOUSING BY STUDENT (Brandy look over)
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 and Residence Life for the fall and spring terms, such an agreement may be cancelled by the student if Cancellation Notice is received by the Department of University Housing and Residence Life on or before July 1.
- 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 and Residence Life for the spring term, such an agreement may be cancelled by the student and the if Cancellation
Notice is received by the Department of University Housing and Residence Life prior to November 1.

- A resident residing in University Housing and Residence Life 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 BE CHARGED AN ADDITIONAL $300 CANCELLATION FEE.
- A lease agreement, which has been signed and returned by the student, will be cancelled 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.

52. 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 or on campus apartment 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 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 locks.
- Report lost keys to the Department of University Housing and Residence Life immediately.

53. 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
teach 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.

54. TRESPASS LIST
The Department of University Housing and Residence Life, at its discretion, may place any student
attending Jacksonville State University or any non-student on the “No Trespass” list. The “No Trespass” list
is issued for those individuals who do not respect nor adhere to 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 Staff Development & Community
and distributed to the Director of University Housing and Residence Life, Chief of Police, Residence Life
Coordinators. The “No Trespass” should be placed in each residence hall and Pannell hall office at the front
desk. 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.

55. UTILITIES
The University provides all utilities in all residence halls and in Pannell Hall. In all University owned
apartments, the University provides a utility package which includes: cable, water, trash service, internet,
and electricity.

56. VENDING MACHINES
Vending Machines are provided in each of the residence halls and Pannell Hall. All vending machines have
a service number posted on or near each machine. If a vending machine malfunctions, please contact the
service number posted on or near each machine. You may receive vending refunds from the Office of
Special Services located in room 301 Theron Montgomery Building at extension 256-782-5557.

Jacksonville State University
DEPARTMENT OF UNIVERSITY HOUSING AND RESIDENCE LIFE
Judicial process and code of conduct

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 University
Housing and Residence Life 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 must be willing to confront violations and the infringement of another person’s rights or by filing complaints with The Department of University 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 University Housing and Residence Life Code of Conduct located in University Housing and Residence Life’s Guide to Residence Living.

Community Responsibility

In a group living situation, it is important 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/apartment 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 using any type of audio equipment or entertaining guests, it is your responsibility to make sure that you and 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 the University as outlined in the University Housing and Residence Life 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. You must take responsibility for knowing and understanding the consequences of not reading the contents of this publication. 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. Although there is no guarantee that roommates will agree on every issue, the Residence Life staff can be very 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 University 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.
- I will respect the community property.

Judicial Process

University Housing and Residence Life has established a Residential Standards System which assigns a disciplinary point value to any violation of the University Housing and Residence Life 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.

University Housing and Residence Life staff follows University Housing and Residence Life 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 and Residence Life 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 Standards. 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, security cameras, door access equipment, 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 one 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 doing so.

**Community Service**
A requirement to provide services or a specific amount of volunteer time to a nonprofit charitable organization or to the University at the discretion of an authorized staff member. (ex. RLC/ARLC)

**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 the infraction. This may include on-call rounds, a written paper, study time, presentation of or participation in 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 or Apartment Area Probation is usually the step before a student is dismissed from the residential areas.

**Dismissal from University Housing and Residence Life**
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 refund.

**Other Sanctions**
The University Judicial Coordinator may impose other sanctions singularly or in combination with any of the Housing Sanctions such as but not limited to:

1. **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.

2. **Jacksonville State University Expulsion**
Dismissal from the University permanently. The student may not thereafter be re-admitted to the University.
Administrative Hearing Levels

The University Housing and Residence Life Judicial Process consist 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 Staff Development and Community Standards, or the Director of University Housing Residence Life. 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 University Housing and Residence Life Code of Conduct. They conduct all initial hearings for alleged University Housing and Residence Life 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 University Housing and Residence Life. In these cases, the RLC/ARLC must refer the case to the Assistant Director of University Housing and Residence Life for Staff Development and Community Standards 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 University Housing and Residence Life Code of Conduct or Community Standards as detailed in the University Housing and Residence Life Judicial Procedures & Code of Conduct and the Guide to Residence Living. The H.O.P.E. Board consists of the active members of the Resident Assistant Taskforce and a representative from the Residence Hall Association; The Residence Life Coordinator who is assigned the Resident Assistant Taskforce Committee by the Assistant Director of Staff Development and Community Standards will serve as the advisor to the H.O.P.E. Board.

The H.O.P.E. Board will meet weekly to discuss past and potential cases. The H.O.P.E. Board will hear cases twice month during the fall and spring academic semesters. The Board does not meet during summer terms, therefore cases will be forwarded to the Assistant Director of Staff Development and Community Standards.

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 forward incidents directly to the Assistant Director of Staff Development and Community Standards/Director of University Housing and Residence Life) to hear incidents that are deemed inappropriate or of a sensitive nature for hearing by the H.O.P.E. Board.

3. Assistant Director of Staff Development and Community Standards

The Assistant Director of SDCS serves as the presiding officer of the H.O.P.E. Board in 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 be sent directly to the Assistant Director of Staff Development and Community Standards:

• The resident has lost 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 University Housing and Residence Life 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 Staff Development and Community Standards.

4. Director of University Housing and Residence Life

The Director of University Housing and Residence Life serves as the chief housing official in all matters regarding University Housing and Residence Life polices procedures, community standards, or codes of conduct.

The Director of University Housing and Residence Life may hear cases involving alleged infractions in the following situations:

• The resident has reason to appeal the results of the Assistant Director of Staff Development and Community Standards 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 could not remain impartial in deciding the outcome of the infraction.
• The use of the Administrative Process was invoked due to the sensitivity or nature of the incident, requiring the attention of the Director of University Housing and Residence Life.
• There is proven and documented procedural error by the H.O.P.E. Board, Assistant Director of Staff Development and Community Standards, or the RLC/ARLC.
Point Value Discipline and Reward System

Residents of Jacksonville State University Department of University Housing and Residence Life will also be assessed point values in addition to their sanction for violations of the University Housing and Residence Life Code of Conduct. The point value will be a tangible way for residents and University Housing and Residence Life 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 University Housing and Residence Life Code of Conduct and may earn a limited number of points for attendance to special programs and events or for completion of tasks delegated by a RLC/ARLC. The stipulations of the point system are as follows:

- Each Resident of University Housing and Residence Life will begin the academic year with 12 points.
- Points will be deducted based on violations of the University Housing and Residence Life Code of Conduct.
- Points can be earned for community participation, attendance to special programs and events, positive community behaviors, and completion of tasks delegated by the RLC/ARLC. There will be limited opportunities to earn Positive Points.
- When a resident loses 6 points (regardless of the type of infractions); they will be placed on University Housing and Residence Life probation and may be forwarded to the H.O.P.E. Board for a probationary review.

Point Deduction

Each violation of the University Housing and Residence Life Code of Conduct will be assessed a certain negative point value. When a resident is documented and sanctioned for a specific violation, the points are deducted from their 12 points. 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 University Housing and Residence Life 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 and completion of tasks delegated by the RLC/ARLC. 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 provide sufficient proof (which is at the discretion of the University Housing and Residence Life Staff) 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 assess the pattern of the resident’s current negative actions and to attempt to correct the negative actions. 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 lose any more points. If the resident is involved in another incident/violation while on probation, this will result in recommended eviction from University Housing and Residence Life.

Judicial Process for Hearings and Appeals

Every resident of University Housing and Residence Life deserves and is afforded certain rights in reference to alleged infractions of the University Housing and Residence Life Code of Conduct. Outlined below, you will find the University Housing and Residence Life 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*

Any Resident(s) 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 Staff Development and Community Standards located in room 103 Bibb Graves Hall. **All Letters of Appeal must be typed (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 University Housing and Residence Life 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
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 all 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 University Housing and Residence Life Code of Conduct or Guide to Residence Living has the following rights pertaining to all informal meetings, hearings, and appeals:

- to be informed of University Housing and Residence Life policy as outlined through the Housing Lease Agreement, University Housing and Residence Life 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, Assistant Director of Staff Development and Community Standards, Director of University Housing and Residence Life.
- to ask questions at the hearing 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, Assistant Director of Staff Development and Community Standards or Director of University Housing and Residence Life.
- 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 University Housing and Residence Life 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 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)**

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.

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. University Housing and Residence Life will contact the University Police Department immediately to assist with alcohol related violations. 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. University Housing and Residence Life 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, 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 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 was pre-inspected and existing conditions are listed on the RCR, or ACR, for your assignment.

- All students are responsible for completing, and returning to their RA, a room condition report (RCR) for residence halls, or an apartment condition report (ACR) for apartments.
- These forms must be completed after check-in. Students failing to return an RCR or ACR-within 24 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 or apartment 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.
- 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 and Residence Life 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 University Housing and Residence Life 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, 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 considers 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 Logan and Patterson 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.
- Do not allow anyone other than guests for which you are responsible to enter the building behind you. This is called “taigating.” Each resident will enter the building using the biometric door access control. Nonresidents will be allowed to enter the building by communicating with the front desk staff member via intercoms at the front doors.

**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 university owned charcoal grills are available near designated residence halls or apartments for your use. Any other grill is prohibited and may not be used.
• Neither lighter fluid nor charcoal may be stored in rooms or apartments.
• 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. Grills found in the apartment area (balconies, parking lots, under stairwells, in apartments, etc.) will be confiscated and disposed.
• Residents found with grills may be sanctioned and monetarily fined.

UHRL.0018 GROUNDS (-1 Point)
The grounds around the residence halls and apartments are maintained by the University Physical Plant.
• Residents may not decorate with additional plants, greenery, or flowers in the balconies or grounds area. These items are considered an obstruction to the walkway.
• The University reserves the right to remove hazardous or unsightly items.
• Residents of the residence halls and apartments 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.
• Toys, equipment, or other miscellaneous items are not allowed in plain view in lawn, parking lots and grounds area in the apartment 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, water guns, 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 or apartment 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 or apartment 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 or apartment does not pass inspection will have 48 hours to correct infractions.
• If the room or apartment fails to pass the second inspection, a $25.00 fine will be added to each resident’s student account.
If the room or apartment fails to pass the third inspection, a $50.00 fine will be added to each resident’s student account and will result in a recommendation that the resident’s 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 including an entire hall or building as deemed necessary. All residents are responsible for reporting violations. Students located in the room/suite/apartment of the person(s) in violation of the drug policy are also subject to discipline by the University. **University Housing and Residence Life 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 and Residence Life 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.

**UHRL.0023 KEYS (-2 Points)**

At check-in, you will sign out your room or apartment 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 or apartment 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, a lock change will be issued and the charged to the resident’s account.

**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 the front desk for assistance. You may contact the RA on-call after hours for further assistance. The staff member will 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 and the apartment area, the following policies have been established. No loitering will be allowed in or around any the residence halls or University owned apartments.

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 or apartment causing an annoyance or inconvenience to residents and their guests.
- Residence halls and apartments shall include all areas within the building as well as all exterior areas including balconies, 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:
  - All guests will be escorted at all times by their host.
  - No resident may host more than two (2) guests at any time.
  - Residence hall staff will, upon receiving a complaint about loitering, ask the individual or group of individuals to vacate the premises.
  - 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, University Housing and 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 and apartments. 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 or apartments 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 or apartment complexes.
- 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 or apartments. 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 advance to be posted or placed in the residence halls or apartment complexes.
- 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.
- 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 (lounges, lobbies, entry ways of the buildings, etc) 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.0050 PROFANITY TOWARDS RESIDENCE LIFE STAFF (-4 Points)
Profanity towards staff members will not be tolerated in or around on-campus facilities. Failure to comply in changing behavior may result in additional sanctioning.

**UHRL.0032 PUBLIC AREAS (-1 Point)**

Residence Life Coordinators and the Assistant Director for Student Development and Educational Programming 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. Please see the Residence Hall Facility Reservation Request form for more information.

**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). **University Housing and Residence Life 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 (-4 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**  
(Refer to the Safety Brochure for information)

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.

**False Fire Alarms**
- 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.

**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 University Housing and Residence Life.
- 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
- Do not cover or disconnect the smoke detectors.

**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 such as pictures, posters, and other items can transform your room into a comfortable home, but certain restrictions are necessary.

- 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, 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:
  o 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.
  o Provide safe distance between all displays and do not string decorations from room-to-room or from hallway-to-hallway.
  o 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.
  o Electrical devices such as lights, etc. must be UL approved.
  o Electrical cords must not have frayed parts or loose connectors.
  o Any decoration with an open flame such as candles, gas- or oil-fired lanterns, is prohibited.
  o Turn off all decorative lights before leaving your room/apartment.
  o Halogen lamps are not permitted.
  o Hanging anything from the ceiling is not permitted.
  o String hanging lights are not permitted inside or outside your room/apartment/suite.
  o No colored light bulbs are permitted in the university provided light fixtures. This hinders the staff from conducting inspections.
  o 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, 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 or has been living in the space 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 and falling from windows or 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 and apartments are equipped with smoke detectors. If your smoke detector slowly and continuously beeps, please contact your Resident Assistant immediately. 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 promoting 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 all University owned facilities. 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. Furthermore, resident students may not contract with vendors which provide services in resident rooms/apartments. Solicitation including door-to-door sales within the residence halls/apartments is not permitted. Residence Life Staff and approved student organizations may request permission, from the Assistant Director of Staff Development and Community Standards 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, or parking lot areas near or adjacent to residence halls and apartments.

- 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. University Housing and Residence Life 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 small and large trash items when the inside trash can is full into the 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.
- Failure to comply may result in but are not limited to the following:
  - Disciplinary action or sanction.
  - A $25 fine being assessed to the resident’s student account whose door the items are located near.
  - 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(s) 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(s) 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 and the apartment area. University Housing and Residence Life 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 and Residence Life. 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 University Housing and Residence Life.

A visitor/guest is considered as a person who does not live in the residence hall that they are visiting. All visitors (JSU students, parents, non-JSU students, JSU housing residents of other areas, etc.) must be escorted at all times.

**Hours**

Residence Halls have the following visitation hours:
  - Monday –Sunday: 12 p.m. until 12 a.m.

*All apartment complexes have 24 hour visitation 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.
• Residents must inform visitors of pertinent University Housing and Residence Life policies and procedures. Residents will be sanctioned for visitors/guest that violate any polices of University Housing and Residence Life.
• Residents must accompany their visitors at all times. All visitors must obey all University Housing and Residence Life and JSU policies and procedures including the following:
  o Visitors must utilize the intercom system to gain access into a residence hall. The visitor must state his/her name and the resident’s name that they wish to visit.
  o If the visitor is allowed in the residence hall he/she must contact the resident that they wish to visit.
  o Residents are limited to two (2) guests per visit.
  o The resident must meet their guest in the lobby.
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  o Visitors and residents from other halls/areas must leave a valid Photo I.D. (State Issued Driver’s License or Identification Card, Military ID, Current Student ID) with the staff person on duty at the main desk. Each visitor must check-in and check-out every time he/she enters and exits the hall.
o Residents will be held fully responsible for the conduct of their guest(s). If a resident does not feel their guest(s) can act responsibly, do not permit visitor/guest to be signed in.

o At the end of guest’s visit, residents must accompany their visitor(s) back to the front desk to receive their ID cards. There is NO LOITERING in the building or the surrounding areas of the building after visitation has ended and the guest has been signed-out.

o No ID’s will be given to guests without the presence of the resident who signed-in the guest.

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. However, male/female or same sex cohabitation is not permitted in University Residence Halls, apartments.
- Male/female residence hall or apartment sharing is not permitted.
- Cohabitation is defined as a visitor residing with a resident and/or within University Housing and Residence Life 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 and apartments:
- Firearms, including rifles, handguns, air guns, shotguns, air pistol 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.