

# **THE RESIDENCE LIFE STAFF**

The Residence Hall Staff consists of a Hall Director, Hall Advisors and Resident Assistants. All Residence Halls are staffed 24 hours a day 7 days a week. The Residence Hall Director is a professional member of the Residence Life staff and may reside in the hall. The Director supervises the residence hall staff and monitors the maintenance of the facility, programming and daily functioning of the hall.

The Hall Advisors are university staff members and are given the supervisory authority and responsibility of hall operations. The Hall Advisor reports to the Hall Director. The Hall Director and the Hall Advisor supervise the Resident Assistant.

The Resident Assistants are student members who live in the residence halls. The Resident Assistant is responsible for building a community on the floor and in the hall. They also serve as a resource and referral agent. The RA plans and implements activities and programs, supports rules and regulations, assists with the administrative responsibilities as directed by the Hall Director or Hall Advisor.

The Residence Staff assumes a major responsibility in the overall functioning of the Residence Facilities. The staff has a duty to:

1. establish a pleasant and growth-promoting living and learning environment;
2. assist individual students in their needs and problems;
3. advise student organizations, committees, or other groups;
4. enforce rules and regulations
5. perform administrative duties required in the functioning of the residence facilities

## **RESIDENCE GOVERNMENT**

Residence Hall government consists of the Inter Hall Council, Hall Council, Student Conduct Board and the Nutrition Advisory Committee. Each student is an important part of this process. The extent and effectiveness of the Hall Council and Student Conduct Board depend mainly on individual student efforts in self-government and their interest in Residence affairs.

The Inter Hall Council is the governing body and consists of representatives of all the Hall Councils. It functions as an executive and legislative body, establishing regulations and representing student residents to conduct residence hall business.

The Hall Council shall have the power and responsibility to discuss and act on issues facing the hall or individual residents, bring campus-wide issues to the attention of the Hall Staff, support the activities of the Inter-Residence Hall Council and provide programming for the hall.

The Student Conduct Board committee members shall represent the hall on judiciary matters. The members of this committee shall consist of ten (12) members and will formulate the Residence Hall Student Conduct Board.

Nutrition Advisory Committee will be responsible for monitoring food services and encourage nutrition awareness among residents, faculty and staff.

## **RESIDENCE LIFE POLICIES**

All Residence Hall students must abide by University policies as outlined in the Student Handbook, as well as the Residence Hall policies published in this Residence Hall Guide to Housing and Residence Life. Resident Assistants are expected to confront and appropriately document (Incident or Charge Form) policy violations. Residents will be held accountable to the following Residence Hall policies:

Note: In addition to the policies outlined below, Residence Hall students must also comply with all University policies while in the residence halls. Some of these policies include stealing, furnishing false information, disorderly conduct, failure to comply with the directions of a University official, verbal abuse, and indecent behavior.

### **ROOM ASSIGNMENTS**

Room Assignments are made each year after the Fall Sign-up by classification, gender and time/date order of application. All assignments (hall and room) are subject to change at the discretion of the University. Notification will be made as timely as possible. Refer to housing agreement for additional details.

The University reserves the right to consolidate vacancies at the end of the Registration process each semester. Residents may be required to move from single occupancy of double rooms to double accommodations in the same residence hall or from one floor to another. **Failure to comply with request due to consolidation or maintain one's space in a manner welcoming a new roommate will result in a Student Conduct Board referral/action and/or fine.**

Single room accommodations will not be offered until after the consolidation process has ended. Single room availability must be verified each semester. Residents choosing to remain in a single room, if space is available, will result in additional charges for the single room. Students will be given a deadline to complete the Consolidation Process and if the student does not comply with the date it will result in a Student Conduct Board referral/action.

The University reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons; or for irresolvable incompatibility of roommates or other reasons deemed necessary by University Officials.

### **TEMPORARY HOUSING**

During the Fall Semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing in some residence halls. Temporary assignments may include adding a third person to a double room, converting lounges or study rooms. As permanent spaces become vacant, usually within the first few weeks of the semester, students will be moved from temporary rooms to regular student rooms.

### **MANDATORY HALL MEETINGS**

There will be mandatory meetings held in the residence hall to inform students of important information regarding resident living, emergency situations and other concerns of the University. These meetings will be scheduled by the housing staff and flyers will be placed in the Resident Hall for all residents. Residents will be held responsible for the information distributed. The meetings may be held for the entire hall or on each floor. Failure to attend or submit a request for an official excuse prior to the meeting will result in a Student Code of Conduct violation.

## **ROOM CHANGES**

All changes to a room assignment must be authorized by the Residence Hall Director and reported to the Housing Office. Hall transfers must be reviewed and approved by the Housing Office before the move takes place.

## **RIGHT TO PRIVACY**

Students are guaranteed the reasonable privacy of their rooms and belongings. However, under specific protective guidelines, rooms may be entered in the case of emergency, for maintenance, health and safety inspection requirements, and as necessary to maintain university rules and regulations.

## **ROOM SEARCH**

A room search can be conducted only with the authorization of the Dean of Students. This exception to the privacy each student deserves is for the general good of the student body and the University. It will be used sparingly and only when absolutely necessary. In the event it becomes necessary to search a resident's room and personal belongings for stolen articles, contraband ect.. The University reserves the right, however, to hold periodic health & safety inspections of resident rooms and conduct a search without approval in emergency situations (i.e. zero tolerance violations).

Entry by a student into another student's room without his/her permission is prohibited. As a private institution, Xavier University has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks and initiate room searches if warranted. Entrance into any residential room/ suite will follow the [protocol](#) established by the Office of Housing and Residence Life and the University Police. Entrance into student living spaces is categorized into three levels:

### **I. General Entry:**

1. Non-emergency maintenance repairs: By requesting a maintenance repair, a student has granted permission for a member of the facilities staff to come into the room/suite/ and make the necessary repair. In addition, facilities staff may enter student living spaces to verify damages or to perform other maintenance services during normal business hours (M-F, 9:00 am - 6:00 pm).
2. Periodic health and safety inspections: Several times during the year, Housing staff will conduct routine inspections of all student living spaces. These inspections may be announced in advance of entry to the room/suite/apartment.
3. Fire alarm inspections/issues: Rooms, suites, lounges and bathrooms may be entered when an alarm sounds to make sure all students have vacated those areas. Rooms may also be entered when the alarm system indicates a smoke detector has been activated.
4. Housekeeping: Housekeeping staff may enter rooms for the purpose of cleaning, in cases of emergency or cases when a new occupant is moving into a vacated space.
5. General Courtesy Issues: Rooms may be entered to turn off alarms and stereos or other items which are causing a disturbance for other members of the college community when there has been no response by

the occupants.

## **II. Investigative Entry (Reasonable Cause)**

1. Violations of Student Conduct Code or Local, State or Federal Laws: If staff members from the Office of Housing and Residence Life or University Police have reason to believe a law or university policy is going to be, is in the process of being, or has been broken, a decision to conduct a room search may be obtained (see "[Protocol for Room Search Procedure](#)" in the Student Handbook). Such possible violation of the laws and policies include but are not limited to: all policies pertaining to alcohol and other drugs, weapons/fireworks, fire safety, theft, pets, smoking, unregistered person, guests, violation of the [NRUP](#) (Network Responsible Use Policy), and noise.
2. Emergency maintenance repairs: Facilities staff may enter a room at any time to handle concerns that include but are not limited to: loss of power, heat, AC, plumbing issues, etc.

## **IV. Protocol for Room Search Procedure**

1. The room search must be approved by the Dean and the on-duty Housing staff member must be informed.
2. All searches must be conducted by one member of the on-duty Housing staff and at least one University Police officer.

### **Responsibilities of those conducting the search:**

1. University Police officers and Housing staff must announce their presence before entering the room to be searched and identify themselves for the students present.
2. If the residents of the room are present at the time of the search, they are permitted to remain and given notice of the reasons for the search. Non-residents present at the time of the search must leave the area.
3. Once a search has been conducted, no University Police Officer or Housing staff member will re-enter the area without again obtaining permission.
4. All personal items and furniture will be returned to their original location following a search. Any violation of the University policies will be documented, including health and safety violations.

### **Evidence Collection:**

1. All areas of the room as well as personal belongings are subject to search. An opportunity will be given for the residents of the room to turn over any items that may be in violation of the student conduct code or that may be illegal.
2. A search may not be conducted of a person (unless the student volunteers)
3. Any illegal items or items in violation of the student conduct code will be confiscated, labeled and bagged by the University Police officers as evidence for the search.
4. Photographs may be taken during the search or after the items have been confiscated.
5. All confiscated items will be placed in the designated vault in the University Police office.
6. The confiscated items will be reviewed by the Chief of University Police and the Dean Students and then destroyed if warranted.

## **ROOMMATE DISCREPANCIES**

All residents must report roommate conflicts to the Residence Hall staff. The Resident Assistant will schedule a conference with all parties. Once the report has been filed, the roommates will sign a roommate agreement contract supervised by the Residence Hall Director. The Resident Assistant and Resident Hall Advisor will monitor the agreement of all parties.

All residents must follow the process of mediation before roommates are separated. The mediation process involves a meeting with the Hall staff (Resident Assistant and/or Resident Hall Director or Assistant to the Director) and establishing a roommate agreement. The roommate agreement is monitored by the Housing Staff and any violations to the agreement should be reported immediately. Students will be separated immediately if the situation warrants such action. **Failure to uphold the conditions of the roommate agreement can result in a Student Conduct Board referral/action.**

## **MISSING STUDENT POLICY**

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Housing and Residence Life to actively investigate any report of a missing student who is enrolled at the University as either a full or part-time student. Each resident will be notified of the missing students' policy and procedures in the event that they are reported missing.

Random and frequent bed checks will be conducted to ensure residents are in the hall and safe. Students are guaranteed the reasonable privacy of their rooms and belongings. However, under specific protective guidelines, rooms may be entered in the case of emergency, for maintenance, health and safety inspections.

Each resident upon checking into their assigned room is requested via the Emergency Information Form to identify the name and contact number of the individual (s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by University staff.

If a member of the University community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, contacting University Police, locating the resident's vehicle, and calling cell phone number.

If upon investigation by University Police and Housing and Residence Life Staff, the resident is determined missing for at least 24 hours, the Dean of Students will contact the resident's designated emergency contact or custodial parent or legal guardian, if under the age of 18 or the student has failed to designate an emergency contact. University Police will continue to investigate utilizing established police investigative procedures and in collaboration with staff from Student Services and Housing and Residence Life. The University Police will also co-ordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.

## **Dismissal from Hall**

An immediate termination of the Housing Agreement will be enforced as a result of the following:

- De-registration or failure to complete registration
- Academic or Conduct dismissal

- Failure to attend Class

## **RESIDENCE HALL FACILITIES**

Residence hall privileges are restricted to students residing in the halls. Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living quarters. Community restroom, study rooms, lounges, and corridors are a part of the living quarters. All residents are collectively responsible for the general condition of these areas and will each be charged for excessive common area damages which cannot be attributed to one individual or group of individuals.

We anticipate residents will find their room in satisfactory condition upon check in. All students must complete a Room Condition Report (RCR) form at the time of check in. This report is used to document the condition of the room once the student arrives and/or withdraws from the Residence Hall. It is important the RCR form is reviewed carefully before signing, because students will be held responsible for any damages in the room which is not listed when they checked in.

During the checkout process that takes place when students vacate their rooms at the end of the semester, each room will be checked three times for damages. The general review of the room is conducted by the Housing and Physical Plant staff two to three weeks prior to the end of the semester. The resident will be asked to make the necessary adjustments to the room before check out. When checkout takes place during the last week, usually the day of check out, the room will be assessed by a Resident Assistant. The final check and assessment of the room is conducted by the Hall Staff after the room has been vacated by the student.

### **CLIMBING ON CAMPUS BUILDINGS**

Climbing, repelling, or related activity is prohibited on campus buildings and structures.

### **COMMON AREAS**

Lounges and study areas are furnished with couches, chairs, tables and lamps. THIS FURNITURE SHOULD NOT BE REMOVED FROM THE LOUNGE AREA and is to be taken care of by the hall residents. Removal of any such items will result in a Student Conduct Board referral/action.

### **COOKING**

For fire prevention as well as for health and sanitation reasons, cooking is not allowed in student rooms. Please use the kitchen facilities provided for preparation of hot meals and snacks. Some limited food preparation (such as making coffee, popcorn, heating hot chocolate or soup in a hot pot) can be prepared in a microwave in the lounge area or in the room if one is provided by the Residence Hall and will not be considered cooking.

### **ENTERING AND EXITING RESIDENCE HALLS**

Residents should always enter or exit a residence hall through proper doorways. Other modes of entering or exiting residence halls are strictly prohibited and will result in a Student Conduct Board referral/action.

### **FIRE EQUIPMENT AND ALARMS**

The fire equipment provided in the residence hall (alarms, extinguisher, and smoke detectors) is provided for use in emergency situations. Tampering with residence hall or room fire equipment is a serious matter, which could result in harm to you or other residents; and will lead to University disciplinary action and may result in

legal proceedings. The sanction for this violation could result in Loss of Housing Privileges and/or a \$500.00 fine.

## **GUESTS**

The resident of the hall **must** register and escort their Guest to the room for a visit and **must** accompany the guest at all times. Guests must abide by XU policies and should not impose upon the rights and privileges of any other resident. Each Hall has a specific time that guests must enter and leave through the main entrance only. Residents are responsible for informing their guests of XU policies and will be held accountable for the behavior of their guests. Residents are responsible for all items found in their rooms and for all activities, which occur in their room.

A non-resident in a residence hall at any time other than visitation hours is in violation of the visitation policy and may be banded from the Residence Hall.

Overnight guests and sponsors must have prior approval from the Office of Housing and Residence Life and the Hall Director before the arrival of the guest to campus. At least 2 weeks prior notice is required. The sponsor's roommate must approve a overnight guest staying in the room. Fees will be assessed for the guest of **\$25.00** per night and must be paid prior to the visitor arrival. Guest that have been approved will be allowed a 2 day maximum stay in the Residence Hall. **Guests are not allowed during University Holidays or break.**

## **HALLS & SPORTS**

Residence hall corridors are designed as passageways and not as playing fields. Hall sports such as football, Frisbee, basketball, baseball, etc., may be potentially harmful to residents or to furnishings and fixtures. **Hall sports are prohibited.**

## **KEYS & LOCK OUTS**

Upon moving into your room you are issued a room key and/or a security key depending on hall assignments. These keys are for your personal use only and should not be loaned to anyone. University policy prohibits unauthorized duplication of University keys.

If you lock yourself out of your room, you may contact your RA, Hall Advisor or Hall Director for admittance. This policy is at the discretion of each hall staff. Staff is only allowed to open rooms for residents of that particular room. Students may not be admitted to another student's room for any reason. A \$2.00 fine is charged for lock outs.

If you lose your keys, you should immediately notify your Resident Director. The key replacement is \$25.00.

For security reasons, residents should keep their room doors locked at all times. Residents should carry their room keys with them at all times when out of the room. Room keys may not be loaned to other students.

## **LEDGES/OUTSIDE/WINDOWS/ROOFTOPS**

Students are prohibited from accessing or using the areas outside windows or rooftops for any reason. **No objects may be hung, thrown, or dropped from windows, roofs, balconies or other elevated areas by residents. There are no exceptions to this policy.**

## LOUNGES

The main lounge, main lobby and other designated areas are for use by hall residents and their guests. Guests of the opposite gender may use these areas (excluding the main lobby) only during visitation hours and as long as they are escorted by a resident.

Guests are allowed in the main lobby between 12:00 noon and 11:00 p.m. Sunday – Thursday, and between 12:00 noon and 1:00 a.m. on Friday and Saturday. This schedule may be revised by the Residence Hall Director.

**Residents wishing to use lounges for individual or group activities must reserve the space through the Hall Director and Director of Housing and Residence Life.** All lounge furniture is for all the residents of the hall and should not to be moved into a student's room for private use. The cost for damages of and thefts from common and public areas of the residence hall will be shared by all residents if individual violators can not be identified.

## PROHIBITED ITEMS

- Firearms and guns (water guns included), fireworks, explosives, bows, knives other than used for cooking or other weapons are prohibited on campus and in the residence halls.
- Pets with exception of fish and properly attended Seeing Eye dogs.
- Any appliance which may pose a fire hazard including but not limited to the following: hot plates, toasters, electric skillets, space heaters, kerosene heaters, crock pots, Microwave oven and grills.
- Darts and dartboards.
- Possession, use, manufacture, or distribution of alcohol or illicit drugs.

**NOTE:** The following appliances are permitted: TV up to 21". stereos, irons, radios, clocks, fans, electric blankets, hair dryers, and refrigerators with a capacity of 4.0 cubic feet or less. Also, only Underwriter's Laboratory (UL) approved cords should be used in student rooms. Extension cords should be of ample thickness to carry the electrical load.

## **PROPPING OPEN DOORS**

Never prop open an exterior of a residence hall. This encourages intruders and endangers the entire Residence Hall community. Residents are encouraged to un-prop doors they find propped open and report the incident to the Resident Director.

## **QUIET HOURS**

Quiet hours should be observed 24 hours a day, seven days a week in each hall to provide an atmosphere conducive to study. However, specific times are designated by individual halls. During quiet hours, residents are asked to be considerate of others who may be sleeping or studying by keeping the noise level to a minimum in their rooms and in public areas. If you are requested to be quiet by a fellow resident, a Resident Assistant, Hall Advisor or the Hall Director, you should be respectful of their wishes. Documentation will be made of all noise violations and submitted to the Residence Hall Director and the Office of Housing and Residence Life. **Activities prohibited in the residence halls include but are not limited to:** a) loud, boisterous talking in lounges, hallways, stairwells and rooms; b) stereos, radios,

televisions, and musical instruments played at a level which can be heard outside the room; c) use of weight lifting equipment unless padded to reduce noise; d) talking to and from window; e) “stepping” or “dancing” used in fraternity or sorority activities; f) excessive slamming of doors.

## **ROOM FURNISHINGS & DECORATIONS**

As your “home away from home” your residence hall room will be a reflection of you. All of the provided furnishings must remain in the room for the entire academic year for storage and inventory reasons. To keep all furnishings in the best possible condition, University owned furniture is not to be painted or physically altered in any form for any reason.

Residents should not attach items to wood and painted surfaces. Residents are not allowed to place any material or display in their room windows. All personal room decorations should be flame resistant and any items made of highly combustible materials are prohibited. Residents should use good judgment in decorating rooms to prevent a safety or fire hazard. Residents will be charged for any and all damages to the walls once the decorations are removed for check out. If removal will result in major damages, the student is advised to leave decorations permanently and a fee will be assessed for alterations to the room. If you have any questions about room decorations, contact your RA, Hall Advisor or Hall Director. A resident can lose University Housing privileges due to damages to the room.

## **TECHNOLOGY AND EQUIPMENT**

The University provides phone service and internet capabilities in the Residence Halls. Computers are available in the Computer Labs for your use. Misuse of the technology or equipment in any form will not be tolerated.

## **HEALTH AND SAFETY ROOM INSPECTIONS**

All residents must maintain assigned room and lounge areas in sanitary and safe conditions at all times. Student rooms are subject to inspections for compliance with standards of safety, sanitation, and care of University property. If a resident is found to be in violation of the guidelines for a clean and safe area, they will be notified and given an opportunity to comply. The room will have a follow up inspection and possible Student Conduct Board Proceedings if warranted.

## **SIGN-IN - SIGN OUT**

Residents under the age of 18 years old cannot sign out of the residence hall overnight or any period of time without the parent or guardian permission. The parent or guardian must submit a written statement of approval to sign out of the Hall for any reason. The Residence Hall staff may call to verify approval.

A sign out (for residents over the age of 18 years old) must be used any time a resident will be out of the residence hall overnight. Residents must sign in promptly upon return to the hall. A student who violates this regulation will face disciplinary action and or may lose the privilege to sign out of the hall.

## **VISITATION**

Visitation is designated times when a resident may have a guest of the opposite sex visit his/her lobby or room. Each residence hall determines its visitation hours; not to exceed the maximum hours allowed by the University.

## **FIRE PREVENTION**

Residence Hall policies related to *Fire Prevention* in the residence halls.

Make sure that all appliances are turned off as soon as you are finish using them. This includes Irons and curling irons; you should be present whenever an appliance is in use. Power surge protectors with a minimum joule rating of 600 are mandatory for computers in the residence hall.

If you have a refrigerator or any other appliance using a large electrical cord, and find it necessary to use an extension cord, the extension cord must be of the same thickness of the appliance's cord; a smaller cord will not adequately or safely carry the necessary current. Be sure that, if you do use extension cords, they are located safely away from high traffic areas. These cords should never be frayed or have any wires showing.

Never overload an electrical outlet; you should not use cube plugs. If the circuit breaker for your room's electrical system becomes overloaded, that means that you are using too much electricity for the system and you need to reduce your electrical use.

Never tamper with any fire equipment provided in the residence hall (alarms, smoke detectors, extinguishers). Tampering with this equipment is a serious matter, which can result in ineffectiveness during an emergency, and will lead to University disciplinary action and also may result in legal proceedings.

## **FIRE DRILLS**

All residents must evacuate the residence hall when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action. Pulling the fire alarm or using the fire extinguishers for unauthorized purposes is grounds for disciplinary action and is a federal offense.

## **UNIVERSITY DINING HALL**

The University Dining Hall is open seven days a week, serving both resident and commuting students. The housing contract includes dining services. The dining services offer a 19 meal plan which has three meals Monday through Friday and brunch plus dinner on Saturday, Sunday and Holidays. Food cannot be carried out of the dining hall without approval. Meal hours and menus are posted in the dining facility. When it becomes necessary to alter meal hours for any special purpose, notices will be posted in the dining area at least 24 hours in advance. If a student's class schedule does not permit him/her to eat during the regular meal hour, he/she should take his/her schedule card to the dining hall manager and make other arrangements. If the conflict cannot be resolved by the manager, he/she is to contact the Office of Student Services and or Residence Life.

In keeping with the setting of the dining hall, inappropriate attire and revealing garments (which include but not limited to sleep/lounge wear) will not be permitted in the dining hall of Xavier University.

On holidays or days when the University cancel classes, the Dining Hall will serve 2 meals (brunch and dinner). All meals begin with brunch on the first day of registration and will end with dinner on the last day of finals for the fall and spring semesters and the second day of finals for the summer sessions.

## **MEAL CARD**

Photo engraved Identification cards (X-card) are issued to students by the Office of Auxiliary and Support Services. This card must be presented for verification to the cashier at each meal, or the student must pay cash. For resident students, loss of a meal card should be reported immediately to the Office of Auxiliary and Support Services at ext. 7501. A lost meal card will be replaced for a fee of \$5.00 payable to the Office of Auxiliary and Support Services.

There is also a cost for a temporary card. **There will be no entry in the dining hall without an activated meal card.**

# Curfew

## **Freshmen – Male and Female**

Sunday – Thursday 12:30 a.m.

Friday & Saturday 2:00 a.m.

## **Sophomores – Male and Female**

Sunday – Thursday 2:00 a.m.

Friday – Saturday 4:00 a.m.

## **Juniors and Seniors – Male and Female**

Sunday – Saturday 4:00 a.m.

## **CURFEW PENALTIES**

Frequent violations of curfew will be considered serious acts of insubordination and subject the student to dismissal from the residence facility and or the University.

### **Disciplinary Guidelines**

To maintain a safe, comfortable, and congenial living environment in the residence halls, it is sometimes necessary for residence hall staff to address inappropriate behavior. Students are expected to abide by the Student Code of Conduct as outlined in the Student Handbook. Please refer to the Student Handbook for additional information.

Guidelines for Community Standards are established to respond to violations of University and/or residence hall policy. Policy violations are cumulative. In other words, a second policy violation is more serious because of the first violation and will lead to a more severe level of discipline.

The following is a brief description of residence hall disciplinary procedures and some violations which occur within the Residence Halls or outside of the Halls. These are examples of incidents that

might occur in residence halls. This list is not inclusive of all violations. Other incidents will be dealt with accordingly.

### **Residence Hall Offenses**—Referral to Housing and Residence Life Student Conduct Board

Abuse of Key Usage (duplication or lending keys to another person)

Curfew violation

Damage to bulletin board

Disorderly conduct (violent behavior)

Excessive lockouts

Excessive noise

Exiting/entering a non-designated entrance after hours

Failure to control the conduct of one's guest

Failure to sign out

Fighting

Gambling

Opening windows in Residence Halls

Non-Attendance at Mandatory Hall Meetings (must submit a written request for excused absence)

Possession of pets other than fish

Removal of official announcements or other important documents posted throughout the Hall

Smoking

Theft

Throwing objects from a residence hall window or balcony

Unauthorized Change of Room Assignment

Non-compliance with new assignments due to Hall consolidation

Use of open flame such as candles or incense

Use of unauthorized appliances in residence hall room

Violation of guest registration policy

Violation of visitation policy

**\*\*The preceding lists of code violations are not exhaustive lists. Inappropriate behavior not specially identified by these lists will be addressed.\*\***

## Residence Hall Violations

- 1st Offenses: RA/HA Verbal Warning with Documentation in Duty Log (i.e. simple quiet hour violation). Student may also receive a “campused sanction” for 1<sup>st</sup> and or 2<sup>nd</sup> offense.
- 2nd Offenses: RA/HA documents in Duty Log and writes an Incident Report. RD follows up with informal meeting (i.e. simple repeated quiet hour violation).
- 3rd Offense: RD writes incident report and submits all current and previous documentation to Director of Housing and Residence Life. All documentation will be shared with Dean of Students.

The Student may be “Campused” for a period of time for any violation.

“Campus”

There are two types of “Campuses” imposed:

1. The student is confined to the grounds of the University Residence Hall, dining hall, library, etc. in-hall visitation.
2. The student is confined to the campus grounds and is restricted from all social and Athletic activities. Students will be placed on Residence Hall Probation and a letter is sent home to his/her parent(s) or legal guardian(s) with notification of probationary status. No hall visitation. (Refer to Student Handbook)

The “Campused” Sanction includes a sign in log of the students presence in the hall beginning at 7:00pm. The resident must remain in the hall and report to the front office of the hall to sign in every hour or call from the room ( the student cannot use a cell phone). Each sign in must be initialed by a Hall Advisor. The forms must be submitted to the housing office every Monday morning during this process.

The “Campused” Sanction can be levied by the Hall Director, Director of Housing and Residence Life or the Dean’s Office. Therefore, the sanction will be deemed complete by the same, however, the Director of Housing and Residence Life must be consulted.

**A "campused" sanction is in effect 24 hours a day. All emergencies must be cleared through the Director or Hall Advisor on duty.**

## **University Offenses**—Referral to the Office of Student Services

Arson

Assault and/or battery

\*Communication of threats of violence

\*Failure to comply with the order of an agent or authority of the university

\*Fighting (outside of the Residence Hall or in the Hall depending on the circumstances)

\*Furnishing false information to a university official

Hazing

Inciting to riot, rioting, and raiding

\*Intentionally delaying, obstructing, or resisting a university official

Key duplication

Lewd, indecent, or obscene conduct

Misuse of Identification Cards (i.e. allowing someone else to use the card)

\*Persistent Violation of Residence Hall Offenses

Possession of a controlled substance

Possession of alcohol

Possession of firearms, ammunition, explosives, fireworks, knives over 4" (etc.)

Preventing a fire door from closing

\*Public use of unapproved amplified sound

Sexual assault, battery, or rape

Suspected drug use: smell, paraphernalia, behavior etc.

Tampering with or removing fire equipment

\*Theft, larceny and embezzlement

Trespass—unwarranted entrance to any university building

\*Unauthorized solicitation

Using a false identification card

\*Vandalism

Violation of Zero Tolerance policy

Violation of general statutes of Louisiana or federal law

\* Offenses occurring within the boundaries of the Residence Hall are under the jurisdiction of the Residence Life Student Conduct Board.

**\*\*The preceding lists of code violations are not an all inclusive list. Inappropriate behavior not specially identified in this list will also be addressed.\*\***

## **University Violations**

1<sup>st</sup> – Offense:

1. RA/HA documents in Duty Log and writes an Incident Report.
2. RD refers incident report to the Office of Housing and Residence Life
3. University Police Department submits incident report to Student Services.
4. Housing Office refers incident to Student Services with a possible sanction of hall probation, removal from Residence Halls and/or University Probation.
5. University Hearing Board will conduct a hearing for all parties involved.

### **Possible Sanctions ( for violations within the Residence Hall)**

Following is a list of educational sanctions that may be used by Residence Hall Directors and the Residence Hall Student Conduct Board.

- Workshops conducted by a Graduate Assistant
- Assist with the quest registration process
- Write an essay
- Plan and implement an educational program
- Counseling/Attendance at a Workshop
- Educational or Development (i.e. Conflict Resolution, Responsible use of Alcohol, Substance Abuse etc.

**Other appropriate sanctions may include:**

- Campus
- Loss of visitation privileges
- Restitution
- Community Service
- Residence Hall Relocation
- Residence Hall Probation
- Loss of University Housing

### **Possible Sanctions ( for University code of Conduct Violations)**

- Refer to the Student Handbook

**This list is not all inclusive. Refer to Student Handbook for additional information.**

## **Fee Assessment for Non-Completion of Educational Sanction**

If you are assigned an educational sanction(s) by a Hall Director or Student Conduct Board, it is your responsibility to complete this sanction by the assigned date. Failure to complete the sanction as assigned will result in an assessed fee as specified below, **AND** you must still complete the educational sanction.

<u>Assigned Educational Sanction</u>	<u>Assessed Fee (for non-completion)</u>
Attend Alcohol/Drug Education Program	\$50.00
Attend Violence Prevention Program	\$50.00
Attend Counseling Program	\$50.00
Complete Assigned Conduct Educator Module	\$25.00
Complete Study Strategies Homepage	\$25.00
Organize an Assigned Educational Program	\$25.00
Complete a Research Paper	\$25.00
Perform an Assigned Work Detail	\$25.00
Complete Poster Campaign	\$15.00
Complete Letter of Apology	\$15.00
Complete Community/Work Service Hours	\$3.00/hour (max. = \$75.00)

If you do not complete the educational sanction, you will be sent a notice informing you that you have 30 days to pay the assessed fee, and that you must still complete the sanction. If you fail to make payment and/or complete the educational sanction as assigned, your records will be flagged preventing re-enrollment until the requirements are fulfilled.

## **Disciplinary Conference**

During a disciplinary conference the following will occur:

1. The charges will be explained to the resident along with the range of possible sanctions that may be imposed if the resident is found to be in violation of residence hall policies and procedures.
2. The resident may be offered the opportunity to resolve the charges in the form of an Administrative Hearing with the Residence Hall Director and/or the Director of Housing and Residence Life. If the resident so desires, the matter can be referred to the Office of Housing for a formal hearing by the Residence Hall Student Conduct Board.

The most serious sanctions which may be imposed by the Administrative adjudicator and the Residence Hall Student Conduct Board are relocated to another room, suspension from the residence halls for a period of time or loss of housing privileges.

If a resident fails to schedule or appear for a disciplinary conference or hearing, the adjudicator or Residence Hall Student Conduct Board will hear the case in absentia and based on the information available make a decision. The decision may include the imposition of a sanction. The resident will be notified of the absentia conference or hearing.

## **Administrative Hearing**

If a resident desires to expedite resolution of an alleged violation(s) then he/she may choose an Administrative Hearing, with the Residence Hall Director and/or Director of Housing and Residence Life or his/her designee ( the adjudicator). The Administrative Hearing can take place during the disciplinary conference or it can be scheduled at another date and time. The Administrative Hearing must occur within five business days of the disciplinary conference unless a later time is mutually agreed upon.

1. The resident desires an Administrative Hearing then he/she will be required to sign an Agreement Form which indicates that the resident understands the process and waives his/her right to a formal hearing.
2. During the Administrative Hearing, the resident will then present his/her view of the events and may include the testimony of any witnesses to the event.
3. Once the incident has been discussed, the adjudicator may whether render an immediate decision of “in violation” or “not in violation” of the alleged charges or may delay notification no more than three business days. If the resident is found to be in violation, then the sanction will be imposed.
4. If a resident found in violation questions either the adjudicator's decision or the sanctions imposed, then he/she may direct an appeal to the Director of Residence Life within three business days after receiving the results of the Administrative Hearing. A resident will be considered “notified” when he/she has been informed of the decision his/her campus mailbox. Verbal notification will be followed by written notification within three business days of verbal notification.

## **Formal Hearing**

Should the veracity or nature of the allegation be challenged by the resident, he/she will have the right to a hearing by the Residence Hall Student Conduct Board (hereinafter referred to as “Board”). A request for a formal hearing must be directed in writing to the Director of Residence Life and must be made within three business days of the disciplinary conference with the Residence Hall Director.

1. The Board will consist of minimum of five students, including a student chairperson and a University staff advisor. All students on the Board will be current residents of the residence hall and selected by the Director of Housing or his/her designee according to guidelines set forth in the Residence Hall Student Conduct Board Procedures.
2. The Board will collect appropriate information from the incident reports and interviews.
3. The resident and those who reported the incident (i.e., another student, Residence Hall Director, etc.) will be afforded the opportunity to address the Board and present witnesses to the incident.
4. The Board will make a written report of its findings to the Director of Housing within five business days of the hearing. This report will contain recommendations of any actions/sanctions to be taken.
5. The Student Conduct Board Coordinator will submit a report of the hearing conducted within two business days of the hearing.
6. The Director of Housing or designee will review the report and recommendations will inform the resident of the sanction to be imposed.
7. If a resident found in violation questions either the adjudicator’s decision or the sanctions imposed, then he/she may direct an appeal to the Dean of Students within two business days after he/she is notified of the results of the formal hearing. A resident will be considered “notified” when he/she has been informed of the decision in person, or has had a notification letter placed in his/her campus mailbox. Written notification will be given within three business days of the verbal notification. The decision of the Dean of Students is final.

**NOTE: The Dean of Students and the Director of Housing and Residence Life reserve the right to adjudicate serious violations outside of these prescribed procedures if the welfare and safety of students are in jeopardy. This includes events that involve serious infractions of residence hall conduct codes and/or violations of the “Code of Student Rights and**

## Appeals

All appeals of Residence Hall Director decisions are to be submitted in writing within two working days of sanction notification to the Judicial Coordinator. Appeals will be heard by the Director of Housing and Residence Life.

All appeals of Residence Hall Judicial Board decisions are to be submitted in writing within two working days of sanction notification to the Judicial Coordinator. Appeals will be heard by the Director of Housing and Residence Life.

An appeal may be requested on one or more of the following grounds:

- The student has been deprived of his/her rights to be notified as described.
- The information appears to be insufficient to establish responsibility.
- The recommended sanction is inappropriate in relation to the violation.

There are three processes by which a student may chose to be heard:

- Disciplinary Conference
- Administrative Hearing
- Formal Hearing
- Mediation

## **REFUND AND CANCELLATION POLICY:**

On or before April 1 (fall) or November 1 (spring) ---- \$200.00 deposit refunded  
(once initial payment is verified).

April 1-May 31 -- \$200.00 reservation fee/deposit refunded will be refunded.

June 1-July 31 -- \$0 refunded; 100% forfeiture.

August 1 - official check in -- 100% forfeiture plus \$250 late cancellation penalty fee assessed if enrolled for the Fall Semester.

December 20 – official check in - 100% forfeiture plus \$250 late cancellation penalty fee assessed if enrolled for the Spring Semester.

As of, the Official check in date – 100% deposit and room

Cost forfeiture plus prorated board costs (please refer to the housing calendar on the University web site).

**The \$100 reservation fee paid as a new or transfer student is non-refundable. The refund schedule posted above only refers to the \$200.00 deposit paid by upperclassmen.**

**THIS AGREEMENT IS BINDING FOR THE ENTIRE ACADEMIC YEAR**

### ***LIVING LEARNING CENTER***

is a five-story state-of-the-art facility. Each room or suite has bath facilities. The hall has central cooling and heating. There are kitchenettes on each floor equipped with a microwave and vending machines.

### ***ST. KATHARINE DREXEL***

is a six-story building that houses female residents. Each floor has a community restroom and shower facilities. This hall has double room occupancy and central cooling and heating. Each room is approximately 15'x11' and houses two occupants.

### ***ST. MICHAEL HALL***

houses male Residents only. This three-story residence hall has double and single room occupancy. There are community restrooms and showers facilities, central cooling and heating. The rooms are approximately 15'x13'.

### ***ST. MARTIN DEPORRES***

is a seven story facility which will house upper-class and has the capacity of 512. Each room is equipped with a micro-fridge for double occupancy and has a private bath. The hall has central cooling and heating controls in the room.

## University Directory

Admissions Office	520-7388
Athletics	520-7329
Bookstore	520-7302
Campus Activities	520-7361
Campus Ministry	520-7593
Campus Police	520-7490
Campus Recreational Sports	520-7334
Career Services	520-7364
Center for Leadership and Service	520-5133
College of Arts and Sciences	520-7652
College of Pharmacy	520-7420
Counseling/Wellness Center	520-7315
Dean of Students	520-7357
Family Life Center	520-5197
Financial Aid Office	520-7517
Fiscal Services	520-7502
Housing and Residence Life	520-7321
Information Technology Center	520-7446
Library	520-7304
Receiving	520-7345

### Residence Halls

Living Learning Center	520-7799
St. Katharine Drexel Hall	520-7350
St. Martin DePorres	520-5800
St. Michael Hall	520-7347
Sodexo Dining Services	520-7572
Student Accounts	520-5225
Student Services	520-7357
Workstudy	520-5215