

Auburn Montgomery Housing and Residence Life

Guide to Residence Living

A COMMITMENT TO COMMUNITY...

The Department of Housing and Residence Life welcomes you to Auburn Montgomery. We hope your stay with us will be a rewarding time, full of memorable experiences and warm lasting friendships. We invite you to actively participate in residence life, and urge you to read the important information contained in these pages.

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The Department of Housing and Residence Life exists to intentionally facilitate the personal and academic growth of its residents by providing:

Activities

which address academic success, personal growth, diversity, wellness and social interaction;

Facilities

which satisfy students' basic needs and allow them to live in comfortable surroundings that are conducive to the pursuit of academic excellence;

Opportunities

that enable students to assume leadership roles, participate in community service projects, develop awareness of responsible community living and realize the impact of their behavior on others; and

Staff

who are supportive of and responsive to residents in pursuit of their educational goals, and who enhance the residents' educational experience and personal growth.

Mission Statement

The mission of Auburn Montgomery's Department of Housing and Residence Life is to serve as an integral part of the educational program and academic support services of the university consistent with the mission statement for the university and the Division of Auxiliary Services. This includes:

1. Providing reasonably priced living environments which are clean, attractive, well-maintained, safe and comfortable;
2. Providing a learning environment and related academic/educational programs that support the educational goals of the students and the university, and providing growth and development opportunities for students; and
3. Providing extracurricular programs and opportunities for student involvement that promote self-development, enhancement of campus life and collegiate experience.

Housing and Residence Life is dedicated to the integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and to abide by a code of behavior.

As a member of this community you agree to the following:

- I will respect the dignity of all people. I will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing or discriminating. I will strive to learn from differences in people, ideas and opinions.
- I will strive for personal integrity and academic achievement. In all areas of my life, I will eliminate the practice of deceit, plagiarism, lying or disloyalty.
- I will demonstrate concern for others, their feelings and their need for conditions which support their work and development.
- I will respect the rights and property of others.
- I will do all in my power to see that the residential community is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.
- I will challenge all the members of the community to abide by these fundamental expectations and will confront those who violate them in an appropriate manner.
- I will uphold Community Standards.

Housing and Residence Life Staff

Office Staff

Housing Office, 133 Taylor Center	244-3572
Residence Life Office, 100 North Commons	244-3296
Director	244-3295
Associate Director	244-3674
Learning Community/Conference Coordinator	394-5437
Senior Program Associate	244-3296
Program Associate	244-3572
Residence Life Coordinator	244-3296

WEST COURTYARDS RESIDENT ASSISTANTS

On-Duty phone	318-3170
101 Dogwood Court	394-5221
101 Poplar Place	394-5245
101 Pine Place	394-5269
101 Lilac Hall	394-5293
101 Plum Place	394-5317
101 Maple Hall	394-5341

NORTH COMMONS RESIDENT ASSISTANTS

On-Duty phone	318-3171
Front Desk	394-5900
Apartment 200, second floor	394-5920
Apartment 300, third floor	394-5930
Apartment 400, fourth floor	394-5940
Apartment 500, fifth floor	394-5950
Apartment 600, sixth floor	394-5960
Apartment 700, seventh floor	394-5970
Apartment 800, eighth floor	394-5980

**Housing Office
Room 133 Taylor Center
Telephone: 244-3572
8 a.m. - 5 p.m.,
Monday - Friday**

**Residence Life Office
Room 100 North Commons
Telephone: 244-3296
8 a.m. - 5 p.m.,
Monday - Friday**

AUM housing is accessible to all persons. If you have a disability that might require special services or assistance, please contact the AUM Housing Office at 244-3572 or the AUM Residence Life Office at 244-3674. TDD users may call 244-3801.

Residence Life

Residential Education

The Department of Housing and Residence Life is committed to the total education of each resident. The purpose of Residential Education is to promote your personal and academic growth by providing you chances to use your out-of-classroom time to meet new people, learn about yourself and others and develop skills not formally taught in the classroom. The overall goals of Residential Education are to help you, our residents, succeed academically and personally while in college and to be better prepared for life after college. Residence Life staff provide activities ranging from cookouts and volleyball tournaments to resume writing workshops and discussions on dealing with your roommate. One of the best ways for new students to get involved in campus life is through active participation in these activities.

Further information on how you can get involved in this exciting dimension of college life is available from any Residence Life staff member. If you need special accommodations to help make activities accessible to you, please notify Housing and Residence Life in advance.

Desk Assistants

A Desk Assistant (DA) is a housing staff member responsible for covering shifts at North Common's Front Desk. The DA serves as customer service representatives for the residential community as a whole. The DA's primary responsibilities include monitoring who enters the residential area and answering questions about housing and the university. The DAs also log in visitors, receive and document telephone calls, and act as an added security measure to ensure a safe living environment in our halls.

Resident Assistants

A Resident Assistant, also called an RA, is a student who is also a member of the AUM housing staff. He or she is trained to help residents and handle emergency situations that arise after hours. RAs plan activities for their buildings or floors and serve as a general resource for their residents. Get to know your RA and feel free to suggest activities you would like to see implemented. RAs perform an on-duty rotation throughout the week and act as the first line of defense for most problems occurring on your floor or building.

Residence Life Coordinator

A Residence Life Coordinator is a graduate staff member who supervises the Resident Assistants (RAs) and Desk Assistants (DAs). His/her primary job is to coordinate and maintain an environment conducive to learning, growth, and development. The RLC in his/her role seeks to provide administration, supervision, educational programming, and counseling in the residential setting. The RLC provides mentoring and leadership to his/her residence life staff and to residents of the community. The RLC is the resident's immediate contact source in the event that he/she feels the RA or DA did not address the situation properly.

Housing Services & Standards

Cable TV Service – Basic cable is included in the rent. With a cable-ready TV, you can get all of the local channels and many of your favorite cable stations.

Campus Police / Safety

Security for the housing areas is provided by Campus Police. Campus Police will be glad to provide services such as security escorts on campus, assistance with stalled vehicles, crime prevention tips and general information. The Campus Police Office is staffed 24 hours a day. All police officers are trained first-care responders. Campus Police may be reached by calling 244-3424.

Computer Labs – Computer labs are located in North Commons. Residents of this community have 24-hour access for computer and study needs.

Laundry Facilities – Washers and dryers are located on the first floor of North Commons and in each building of West Courtyards. Laundry services are provided free of charge to all housing residents.

Mail

Each resident is assigned a mailbox (located on the first floor of the Taylor Center) and issued a key for that box at check-in. Mail will be available for pick-up from these boxes after 3 p.m. each day, Monday through Friday, except on holidays. The Housing staff cannot hand out mail or open a resident's box. If you lose your mailbox key, the lock will be changed and a new key issued for a \$50 fee. Check your mailbox frequently for important notices from the Housing Office and other campus mail.

Residents' mail from the U.S. Postal Service should be addressed as follows:

Name _____
AUM (your box number)
PO Box 244024
Montgomery, AL 36124-4024

Maintenance – Housing and Residence Life provides safety equipment inspections, general maintenance (painting, plumbing, electrical, carpentry, heat and air conditioning) and custodial services. Housing and Residence Life custodians regularly clean all public areas including lobbies, bathrooms, corridors, study rooms and laundry rooms. However, you are responsible for cleaning your own apartment/room and bathroom. Regular hours are 8 a.m. to 5 p.m., Monday through Friday. If you need emergency maintenance after hours or on weekends, contact the RA on duty. Maintenance work orders are reported through SchoolDude, which can be accessed on the Housing and Residence Life webpage, www.aum.edu/housing.

Parking

Parking in the housing areas is reserved for residents and their guests only. The Housing Office will issue a parking decal to each resident with either an automobile or a motorcycle. Vehicles parked in the housing parking lots without a decal will be ticketed by Campus Police and are subject to towing. Parking regulations are enforced 24 hours a day, seven days a week in the housing areas. You may have only one decal. It may not be transferred to another vehicle and you must turn it in to the Housing Office when you move out or if the car is sold. The fee for receiving a replacement decal or failing to turn a decal in is \$100.

Do not drive vehicles off the street or park on grassy areas or sidewalks. Inoperable or disabled vehicles may not be parked in the housing areas. Minor repairs to vehicles are permitted; however, hanging oil is prohibited in the housing areas. You are responsible for any damage to parking lots caused by your vehicle.

Visitors will be issued a visitor's parking permit in the Housing and Residence Life Office Monday through Friday from 8 a.m. to 5 p.m. and from Campus Police outside of normal business hours. You must go to the Campus Police desk in the Taylor Center with your visitor to obtain a permit for your guest. You must present an AUM student ID card and guests must present a photo ID such as a driver's license. Visitor parking permits are valid for a maximum of four hours. Visitor parking permits will not be issued after midnight.

If your parents wish to visit you, they may obtain a parent pass in the Housing and Residence Life office. You must also be present at that time.

Copies of the current AUM Traffic and Parking Regulations are available upon request in the Housing Office.

Student Study Areas – Lobby space is available on each floor for students to study with other members of the residential community.

Technology Services (Telephone, Internet and Cable)

Housing residents receive free local phone service and internet access. Phone numbers are assigned by the Housing and Residence Life Office and are not transferable. You are responsible for providing telephone equipment. The Housing and Residence Life Office cannot give out residents' telephone numbers.

Telephone, cable and Internet (West Courtyards only) connectivity is provided via communication outlets at specific locations in the bedrooms or living areas. You have a communication outlet in your bedroom for telephone service, Internet and cable television. North Commons Wi-Fi instructions are available from your RA, the front desk or www.aum.edu/its (AUM Wireless Access). The communications outlets in the living area of each suite only have the cable television modules activated. Voice, data and cable television ports are all activated in the bedrooms.

Contractual Obligations

Terms and Conditions for Student Occupancy

1. This contract is binding for one entire academic year, consisting of fall and spring semesters. If you enter after the beginning of an academic year, the contract is binding for the remainder of the academic year. While living in university residential communities, you must be enrolled at Auburn University at Montgomery. Summer contracts are binding for Summer Semester only.
2. Returning students who are not registered for classes by July 1 are subject to having their housing contract administratively cancelled.
3. If you are not admitted or not permitted to re-register due to academic suspension or dismissal as determined in the University Catalog, you may cancel your contract and receive a rent refund. All cancellations are subject to a cancellation/termination fee and/or other housing charges per the refund policy as stated on the University Website.
4. If you are removed from university housing for violation of policies and regulations governing student conduct during any rental period, you will not be relieved of your financial obligations to Housing and Residence Life for that semester. You will not be entitled to a refund of any rent paid. No termination fee will be charged.
5. A \$150 vacating notification fee will be charged for all vacating notices received after December 1 for spring semester and April 1 for summer semester and prior to the first official day of Housing and Residence Life check in. A \$250 vacating notification fee will be charged for all vacating notices received on or after the first official day of Housing and Residence Life check in through the last day for University refunds as stated in the University Catalog
6. Payment on a housing account with an invalid check may subject you to having your contract and/or enrollment cancelled. A delinquent account may subject you to cancellation of your room assignment for the current semester. If it is necessary to refer an account to an outside collection agency, any costs incurred in collection will be assessed to you, including any attorney's fees and the account may be reported to a credit bureau.
7. You must terminate your Housing Contract at the time of your withdrawal from the University. In order to receive the appropriate refund, you must check out properly. Your refund will be based on the actual date the key is returned.
8. You must properly check out, in person, with a resident assistant. Your room must be cleaned and vacated, all personal property removed, inspected, and all keys returned to the Residence Life Office. If you do not check out properly (see Vacating Notice) and/or choose to abandon the room, you will be assessed a \$50 Improper Check Out fee.

9. Your rent for a semester covers residency from the first day of Housing and Residence Life Check-In as stated in the university calendar until 12 hours after your last examination for the term. Failure to vacate will result in additional rent charges as determined by Housing and Residence Life. Your rent does not cover residence during periods between semesters/terms, unless you are a continuing resident. Additional rent may be charged on a pro rata basis for residence between semester/terms or for failure to vacate by the stated move-out deadline at the end of the last term.
10. You must occupy your room in person. You may not sublet your room to another person, nor give accommodations to roomers, boarders, or lodgers. Changes in assignments or rooms can be made only after approval in writing from Housing and Residence Life personnel.
11. You are jointly responsible for keeping your residence clean and orderly each day and for the proper care of your residence and its equipment. Charges may be made for damages and/or health and safety violations. You share joint responsibility with the other assigned residents for the care and protection of public areas and equipment in your section and building.
12. The university is not liable for loss of, or damage to, your personal property or for failure or interruption of any utilities, including gas, water, electricity, cable TV, Internet, and telephone.
13. You must assist and cooperate with the university in the care and maintenance of the premises, including grounds and must report promptly to the Housing and Residence Life Office any breakage, damage or need for repair of the dwelling unit, facilities or equipment therein.
14. You may make no alterations, changes, repairs, remodeling or painting of the premises or equipment therein without prior consent of Housing and Residence Life. You may use no screws or nails on the premises. Picture hangers and hooks are limited to one inch in length and only in designated areas. You may not use padlocks, nor tamper with or change locks already in use.
15. You must permit the duly authorized agent, employee or representative of the university to enter, without notice, any part of the unit during reasonable hours for the purpose of making necessary inspections, improvements or repairs.
16. Auburn University at Montgomery is committed to providing accommodations and services to qualified students with disabilities. Housing works collaboratively with the Center for Disability Services (CDS) to obtain disability documentation to support housing accommodation requests. If you have a disability that may require a housing accommodation, please specifically indicate any special needs or accommodations.

17. The university reserves the right:
 - A. Of entry to your room by authorized personnel.
 - B. To change or cancel your assignment in the interest of order, health, discipline or other urgent reasons.
 - C. To change your room rate and/or occupancy after due notice.

18. Housing and Residence Life at Auburn University at Montgomery accepts applications for housing assignments regardless of race, creed, color or national origin. In compliance with the Civil Rights Act of 1964 and University policy, we will not make housing assignments on a segregated basis.

19. The university reserves the right to approve any personal items you store in university residential communities and assumes no liability for the loss of, or damage to these items. The university further reserves the right to dispose of all stored items that you do not properly claim. The university assumes no responsibility for items that you leave in your vacated room.

20. Neither the university, director of Housing, nor employees of the university shall be held to have made any representations nor promises contrary to the terms set forth in this contract. The failure of the university to insist, in any one or more instances, upon the strict observance of any of the terms of this contract shall not be considered as a waiver or relinquishment of these terms in any other instances, and these terms shall continue in full force and effect. The rights and remedies given to the university under the terms of this contract are distinct and separate remedies, and no one of them, whether exercised or not, shall be deemed to be in exclusion of any of the others. The university reserves the right to make other rules as may be deemed appropriate or necessary for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all residents.

21. If you live alone and have not requested a private room, you may be required to either pay the private room rate or move to another room.

22. You will be issued a key and/or access card to your room and a mailbox key. It is your responsibility to return these keys and/or access card to Housing and Residence Life when you vacate your room. If these keys and/or access card is lost or stolen, you will be charged \$50 to have the lock re-keyed and new keys issued. You may not duplicate your key nor possess unauthorized keys.

- 23 All students, including all financial aid and scholarship recipients, who are currently living in University Housing, must sign a contract for the upcoming semester, before the official housing move out day to remain in housing during the break between the spring and summer or the summer and fall semester. This policy will not apply to the break between fall and spring semester since the contract in place covers both fall and spring semesters.

24. Students who have not moved into their rooms before the first day of classes are subject to having their housing contract administratively cancelled.
25. Married/Family housing is restricted to a maximum of two adults. The adults must be husband and wife and a valid marriage license is required. No more than two children are allowed in university housing communities and they must be under the age of 12. Birth Certificates and/or other proof of guardianship may be required. Parents must assume supervision of their children at all times.
26. A conviction for a sex offense will result in the applicant being ineligible for housing. All other felony convictions will be reviewed on a case by case basis and University Housing has the discretion to deny on-campus housing to an applicant who has been convicted of a felony, if it appears that the applicant has personal history that presents an unacceptable risk to the residential community. Failure to answer and initial the felony question on the front of the contract will result in the contract being denied.

◆ CONTRACT TERMINATION POLICY ◆

All obligations associated with this contract are binding. Students are urged to carefully consider their circumstances prior to entering this contract. Termination of this contract will not be considered due to lack of financial resources, dietary needs, or religious reasons. Termination of this contract will be considered ONLY for current residents under the following conditions: graduation; marriage during the contract term; withdrawal from the University; internship outside the Montgomery area; or academic dismissal or academic suspension from the University. If you chose to terminate your contract for any other reason you will be charged a \$500 contract termination fee and the applicable fees in effect at the time of the termination. All rental refunds will be made in accordance with actual tuition refund percentage as stated by the University Refund Policy. Written documentation will be required.

PLEASE RETURN ORIGINAL COPY OF SIGNED CONTRACT WITH \$100 PAYMENT TO:

Auburn University at Montgomery, Housing and Residence Life
P.O. Box 244024, Montgomery, AL 36124

Community Standards & Points System

Housing Regulations

Each resident in AUM student housing is expected to comply with the following community standards. In addition, compliance with other university regulations and policies is expected. Each resident should be familiar with the terms and conditions of the housing contract, the policies outlined in the AUM Student Handbook and the university catalog. Residents must comply with the laws and statutes of the nation, state, and county and city of Montgomery.

HRL.0001 ABANDONED PERSONAL PROPERTY (-2 Points)

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

HRL.0002 ALCOHOL (-4 Points)

Housing and Residence Life prohibits the unauthorized possession, use, or distribution of alcoholic beverages. All state and federal laws or regulations that regulate and control the sale or use of alcohol are strictly enforced.

Housing and Residence Life recognizes that college residents are adults and should be treated in such a manner. Therefore, while not condoning alcohol use, Housing and Residence Life allows those of legal drinking age to responsibly consume alcoholic beverages within a resident's apartment/room. However, Housing and Residence Life will hold any resident accountable should it be discovered that they have violated Alabama state law, created a disturbance, or posed a danger to themselves or others as a result of consuming alcohol.

Housing and Residence Life and the university take alcohol violations very seriously. Housing and Residence Life will contact Campus Police 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.

HRL.0003 APPLIANCES (-3 Point)

The use of electrical appliances is permitted in the residence halls with certain guidelines. Residents 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 contact the Housing and Residence Life Office.

- 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.
- Grease should be placed in a tin container that has been lined with paper towels, and then placed in a trash bag for proper disposal. Please do not pour grease down the drains or into the toilet.

HRL.0004 ASSAULT/FIGHTING (-12 Points)

Physical abuse or conduct that threatens or endangers the health or safety of any resident will result in immediate and serious disciplinary action, including possible eviction from university

housing. Residents who have been assaulted or have information regarding any type of assault should seek assistance from a residence life staff member or contact Campus Police at 334-244-3424. Housing and Residence Life will contact Campus Police immediately to assist with assault/fighting-related violations.

HRL.0005 BALCONIES/PATIOS/PORCHES (-1 Point)

- Residents are responsible for keeping all balconies, patios, and porches clean and orderly at all times.
- Room 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).

HRL.0006 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, or signs).

HRL.0007 CHECK-IN/CHECK-OUT PROCEDURES (-2 Point)

Check In

Prior to a student's arrival he/she should ensure that all fees have been paid and that the student has photo identification available. The room/apartment was preinspected and existing conditions are listed on the ACR for each assignment.

- All residents are responsible for completing and returning to their RA, an Apartment Condition Report (ACR).
- These forms must be completed after check in. Residents failing to return an ACR within twenty-four hours will be responsible for all damages observed during health and safety inspections or at check out.
- At the time of check out, each resident is responsible for having his/her room or apartment inspected by a RA. The resident 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 resident may forfeit his or her right to contest any damage charges or face disciplinary action.

HRL.0008 CHILDREN (-1 Point)

- Children are not permitted to reside and be overnight guests in Marriage and Family Housing only.
- 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 premises is not permitted at any time.

HRL.0009 COLLECTIVE ACCOUNTABILITY POLICY (-1 Point)

Housing and Residence Life uses a collective accountability policy to help modify and change resident behavior and to prohibit tampering with fire and 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 residents 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 every effort is made to determine who is responsible. When this effort 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 a residence life staff member.

If all attempts fail 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.

HRL.0010 COMPLIANCE (FAILURE TO COMPLY) (-3 Points)

All members of the AUM residential community and their guests are expected to comply with the directions of university officials (RA, DA, RLC, Campus Police, etc.), acting in the performance of their official duties. These duties include, but are not limited to:

- Identifying one's self and producing valid identification.
- Changing one's behavior when asked.
- Attending a scheduled conduct 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 residential facilities and possibly the AUM campus; they may also be restricted from further visitation.
- Any intentional, reckless, and/or substantial interference with residence life staff or university officials in the performance of their duties is also a violation of this policy.

HRL.0011 COURTESY AND QUIET HOURS (-2 Points)

Since a primary purpose of the university is to foster learning, AUM residents have the right to read and study in their own room/suite/apartment; therefore, noise and other distractions that interfere with this right are prohibited. What one person may consider being —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 9:00 p.m.–9:00 a.m. Sunday–Thursday, and from 12:00 a.m.–9:00 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 a student's right to sleep or study during quiet hours is violated, please do the following:

1. Politely ask those causing the disturbance to refrain. Most people do not realize they are disturbing others and will cooperate.
2. If the noise continues, tell your RA, the RA On Duty or RLC.

During final exam times, special quiet hours are posted in the residence halls. Twenty- four 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 hour quiet hours may start earlier or later at the discretion of the RLC.

Courtesy Hours:

- Courtesy hours are in effect at all times, twenty-four hours a day, seven 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 residents 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.

HRL.0012 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 entry traffic should flow through the front doors in North Commons. Residence Life staff monitor the access to North Commons and enforce the visitation policy. These individuals are in communication with Campus Police 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 resident found propping open any door will be held responsible for violating the safety of the residents living in that room and/or 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.
- If a student discovers a propped door, he or she should close the door and notify a residence life staff member. Any resident who withholds information concerning the propping of doors may face disciplinary action.

HRL.0013 ELEVATORS (-2 Points)

Passenger elevators located within North Commons are provided for use by residents, their guests, and AUM employees. 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 nonemergency situations.

HRL.0014 FIREARMS, WEAPONS AND FIREWORKS (-12 Points)

Housing and Residence Life has a zero tolerance policy concerning firearms, weapons and other harmful mechanisms. Housing and Residence Life will contact Campus Police immediately to assist with weapons-related violations. Any resident engaging in such behaviors will be subject, but not limited to, the following sanctions:

- Removal from the residence life system with full payment of housing contract required.
- Referral to the Counseling Office or Substance Abuse Agency.
- Referral to the University Judicial System for possible disciplinary action, including suspension or expulsion.

Possession of firearms, ammunition, weapons (including decorative or ceremonial knives and swords), and pyrotechnical materials (fireworks, etc.) is strictly prohibited on the AUM campus (including in vehicles). Violation of this regulation may subject a resident to immediate removal from student housing. In the case of violation of this regulation by a guest of a resident, the resident may be removed from student housing and referred for university disciplinary action.

HRL.0015 FURNITURE (-2 Points)

- Stacking of furniture is not allowed.
- Furniture may not be modified, dismantled or moved out of the room.
- Furniture may be rearranged, but it is required that a student 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 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.
- Because of potential damage to the floor, liquid-filled furniture is not permitted. (i.e., waterbeds, etc.)

HRL.0016 GRILLS (-3 Points)

Small university-owned charcoal grills are available in designated locations throughout the Housing area for students use. Any other grill is prohibited and may not be used.

- Neither lighter fluid nor charcoal may be stored in rooms or apartments.
- Before disposing of charcoal, ensure they are in a noncombustible/flammable state.
- Grills (i.e., gas, propane, or charcoal) are not permitted in the apartment area. Grills found in the apartment area (i.e., balconies, parking lots, under stairwells, in apartments, etc.) will be confiscated and disposed.
- Residents found with grills may be sanctioned and monetarily fined.

HRL.0017 GROUNDS (-1 Point)

The grounds throughout the Housing area are maintained by university personnel.

- 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 and their guests are not permitted to park on grassy areas of the property. 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 areas.

HRL.0018 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/horseplay within the hallways, balconies or common areas 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.

HRL.0019 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 residents, visitors, guests, and university personnel will not be tolerated under any circumstance. For further information on AUM's Policy on Sexual Harassment and Sexual Assault refer to the *AUM Student Handbook*.

HRL.0020 HEALTH AND SAFETY INSPECTIONS (-2 Points)

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

- Residents whose room does not pass inspection will have forty-eight 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 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 housing contract be terminated.
- Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

HRL.0021 ILLEGAL DRUGS/DRUG PARAPHERNALIA/SUSPICION OF DRUG DISTRIBUTION OR USAGE (-12 Points)

- Illegal, dangerous, or controlled drugs and/or drug paraphernalia are strictly prohibited by 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. Residents located in the room/suite/apartment of the person(s) in violation of the drug policy are also subject to discipline by Housing and/or the university. Residents in violation of this policy may also face criminal prosecution. Housing and Residence Life will contact Campus Police immediately to assist with drug-related violations.

Housing and Residence Life has a **zero tolerance policy** for the possession, distribution, or use of illegal drugs/drug paraphernalia. Failure to comply with 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 full payment of housing contract 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.

HRL.0022 KEYS (-2 Points)

At check in, a student will sign out any necessary keys for occupancy in Housing and Residence Life. The student's signature on the form indicates the acceptance of responsibility for the appropriate use of a key at all times. The key is given to a student for his/ her use only! Do not lend a key to others or duplicate it.

Lock Outs

- Lockout service is provided by the Residence Life Office during regular office hours. You will be checked out a spare key to unlock your apartment. The key must then be returned within one hour. A lockout key not returned within one hour will be presumed lost and you will be charged \$50.
- After office hours and throughout weekends, lockout service is provided by the resident assistant on duty. After a resident's first afterhours' lockout, a \$5 fee will be charged for

each future lockout. Please do not request to be let into someone else's apartment.

Housing staff members are not authorized to permit access to a resident's apartment by anyone other than the resident assigned to that apartment.

- Photo identification must be shown to the staff member at the time of the lock out to verify that the resident is, in fact, a resident of that particular room.
- Excessive lock outs (i.e., three to four per month) will result in disciplinary action.

Lock Changes

- If a student loses their key, he or she should report it immediately to the Residence Life Office. A lock change request will then be submitted. The lock will be changed and new keys will be issued to the student and roommate(s) for security. The student will be charged \$50 for the lock change.
- The Residence Life Office will issue a student a spare key until the lock is changed.

HRL.0023 LAUNDRY (-1 Point)

All Housing areas are equipped with centrally located laundry facilities for the use of Housing residents 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 AUM nor Housing and Residence Life will be responsible for lost or stolen articles in the laundry facility. If a washer or dryer malfunctions, please contact the Residence Life Office for assistance. A student may contact the RA on duty after hours for further assistance. The staff member will notify 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.

HRL.0024 LOITERING (-2 Points)

Due to concerns surrounding safety, security and students' rights to privacy in all housing communities, the following policies have been established.

No loitering will be allowed in or around any occupied building.

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 area.
- Any individual or group of individuals in or around a residence hall causing an annoyance or inconvenience to residents and their guests.
- Residence halls shall include all areas within the building proper as well as all exterior areas of the residence hall including stairwells, balconies, sidewalks, and parking areas.

Failure to comply with any portion of the above referenced policy will result in disciplinary action to include a \$25 fine per occurrence.

HRL.0025 MANDATORY MEETINGS (-2 Point)

Housing and Residence Life reserves the right to call mandatory meetings as deemed necessary by appropriate staff. Nonattendance at any mandatory meeting will result in a \$25.00 fine, disciplinary action, 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, Campus Police or Housing and Residence Life. If you are unable to attend a mandatory meeting due to class conflict, you must contact the appropriate staff member at least twenty-four hours prior to the meeting.

HRL.0026 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 torch floor lamps, etc.) are not allowed in Housing and Residence Life. Burning of incense and herbs is also prohibited.

HRL.0027 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 (ten gallons or less) and animals necessary for residents with disabilities.

- Residents requesting special accommodations must be registered with the Center for Disability Services (CDS). The resident must have documentation submitted to Housing and Residence Life from CDS as well.
- 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.

HRL.0028 POSTING POLICY (-1 Point)

The posting of materials in public areas must be approved by Housing and Residence Life office, and the department reserves the right to refuse such postings that 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 Housing and Residence Life staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls or apartment complexes.
- Housing and Residence Life will determine if the items may be posted.
- To protect residents from unwanted disturbances, fliers, booklets, magazines and any other advertisement must be approved in advanced to be posted or placed in the Housing areas.
- Housing and Residence Life will approve items with a Department of University Housing and Residence Life stamp. Items that do not have the stamp and approval of Housing and Residence Life will be removed immediately from bulletin boards, lobby areas and etc.
- Only Housing and Residence Life functions or announcements may be placed in the glass areas and on doors.
- 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.

HRL.0029 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 (i.e., lounges, lobbies, entry ways of the buildings, etc.) and are certainly not condoned.

HRL.0030 PROFANITY TOWARDS HOUSING 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.

HRL.0031 PUBLIC AREAS (-1 Point)

The Residence Life Coordinator or Associate Director of Housing must approve any usage of residence hall facilities by residents, recognized student organizations, and/or any other person or group.

HRL.0032 RAPE & SEXUAL ASSAULT/MISCONDUCT (-12 Points)

The residence life staff and Campus Police work cooperatively with the Counseling Center to provide support for the victims and survivors of rape and sexual assault. If a resident or someone he/she knows has been sexually assaulted, Housing and Residence Life can assist in reporting the crime and contacting on-call staff in other offices to support the student. The Counseling Center staff has on-call services through the police for emergency counseling support. If a student prefers not to use campus resources for support, off campus sources of support and information can be referred as well. Housing and Residence Life will contact Campus Police immediately to assist with rape-related violations.

- No resident shall make sexually oriented touches, advancements, or physical contact without the full consent of the other party, or shall a resident 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 and criminal charges.

HRL.0033 RECREATION (-1 Point)

Housing and Residence Life provides a variety of games that may be checked out through the North Commons front desk with one's picture ID. Destruction of recreational items or failure to return items may result in disciplinary action and replacement costs.

HRL.0034 RESIDENCE HALL SAFETY (up to -12 Points)**False Fire Alarms**

The following actions are violations of hall policies, state, and federal regulations:

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 (i.e., 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 Housing and Residence Life.
- 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 on campus buildings.
- Do not cover or disconnect the smoke detectors.

Sprinkler System- North Commons

- North Commons residence hall is equipped with a sprinkler system as part of the fire safety equipment required in a high-rise building. It is a violation of state law to tamper with this sprinkler system or any other life-safety equipment. Intentionally setting off the sprinkler system in this building could result in thousands of dollars' worth of damage to university and residents' property. Any person caught tampering with the sprinkler system will be prosecuted to the fullest extent of the law and will be removed from student housing immediately. Damages that result from tampering with fire safety equipment or from a fire will be charged to the responsible party.

HRL.0035 RESPONSIBILITY FOR THE ROOM (DAMAGES/DECORATIONS) (-2 Points)

Housing and Residence Life encourage students to personalize their room. Room decorations such as pictures, posters, and other items can transform a student's room into a comfortable home, but certain restrictions are necessary.

- Decorations are encouraged as long as they do not create health problems, fire hazards, or room damage.
- Do not cover peepholes or fire alarms.
- All university furniture must stay in the assigned room.
- All decorations in common areas are subject to the approval of roommates.
- Wall murals are not permitted.
- Only fabric-backed hooks that adhere to the wall can be used. 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:
- Provide safe distance between all displays and do not string decorations from room to room or from hallway to hallway.
- Halogen lamps are not permitted.
- No colored light bulbs are permitted in the university-provided light fixtures; this hinders the staff from conducting inspections.
- The use of empty beer, liquor, or other controlled substance bottles as decoration will not be permitted.
- Each resident must take reasonable care (as determined by staff) of their room, apartment, and its furnishings.
- Residents may not introduce into their rooms or common areas any furnishings or equipment that obstruct exits, create safety and/or fire hazard, or appreciably increases structural load.
- Residents who fail to adhere to this policy are subject to damage charges and disciplinary sanctions.

HRL.0036 ROOMMATE TRESPASSING/ILLEGAL ROOM CHANGES (-3 Points)

Residents in double occupancy rooms have been assigned a half 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.

- The roommate has personal belongings on both sides of the room.
- The room and/or common areas are not clean.
- Encroaching upon a roommate's space is offensive, inconsiderate and inconvenient to the incoming roommate. Roommate trespassing is unacceptable behavior in housing and violators of this policy are subject to a \$100 fine.
- Allowing a person to move into the room or suite that has not been assigned to your room or suite by Housing and Residence Life is also considered roommate trespassing. Violators are subject to the \$100 fine, disciplinary action, and possibly eviction.

Illegal Room Changes

If you wish to change rooms, first discuss this with your resident assistant. If you still want a room change, request a change through the Housing Office. Housing charges \$50 for all room change requests unless the fee is waived by the Associate Director who must approve all room change requests. You may request a room change following the first week of classes until the rent billing date for the next semester. If you make an unauthorized room change, you will be subject to a \$100 fine.

HRL.0037 SMOKING POLICY (-2 Points)

All Housing and Residence Life buildings are smoke-free environments. There are no designated public areas for smoking within the interior of any building (i.e., stairwells, hallways, common

areas, balconies, walkways, etc.). There should be NO SMOKING within twenty-five feet of any building. Also, the use of smokeless tobacco is prohibited in any facility on AUM property.

- Smoking in nondesignated areas will be treated as noncompliance.
- According to the University Smoking Policy, “Individuals who violate the smoking policy in Housing areas will be subject to a fine of \$100 and/or appropriate disciplinary action.
- Residents are responsible for putting their cigarette butts and ashes in the appropriate place.

HRL.0038 SOLICITATION AND SALES (-2 Point)

Solicitation and sales are prohibited in all residence facilities and grounds without approval from 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 residents may not conduct any business enterprises, exclusive of university-approved activities, within the residence halls. Furthermore, residents may not contract with vendors that provide services in resident rooms/apartments. Residence life staff and approved resident organizations may request permission, from the Associate Director of Housing or a designee, to sell or solicit in designated areas only.

HRL.0039 THEFT (-12Points)

Housing and Residence Life has a zero tolerance policy concerning theft. Housing and Residence Life will contact Campus Police to assist with theft-related violations which includes, but is not limited to, the following:

- Property theft – stealing, attempting to steal, assisting in the theft of any money, property, or item(s) of value not belonging to the student, illegal use of property not belonging to the student.
- 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. Upon eviction, all cost (i.e., remaining portion of housing contract) will be assumed by the evictee.
- Criminal charges may be filed.
- Referral for evaluation at the AUM Counseling Center.

HRL.0040 TRASH (-1 Point)

- Properly dispose of all trash items in the location designated for your area.
 - West Courtyards: dumpster provided in the parking lot nearest your building
 - North Commons: In the first floor trash closet
- Do not place trash in hallways, stairwells, balconies, parking lots or laundry rooms for

any length of time.

- During move in and move out, all trash should be placed in the dumpster outside the residence hall or apartment area.

Failure to comply may result in, but are not limited to, the following:

- 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 .

HRL.0041 VANDALISM (-4 Points)

There is no acceptable excuse for purposely damaging university or personal property. Any resident(s) who commits an act of vandalism will be charged the cost for the damage including replacement and repair and will face strict disciplinary action, including dismissal from the residence hall. 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 a student chooses to post something on his/her door(s) or wall(s), he/she will assume full responsibility for damage, and will be assessed an appropriate fee. All mounting materials must be removed prior to check out. If damages are found, the resident will be fined.

HRL.0042 VIOLENCE (-12 Points)

Housing and Residence Life has a zero tolerance policy concerning acts of violence. Housing and Residence Life will contact the UPD 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:

- Removal from Housing with full payment of housing contract required.
- Referral to the Counseling Center.
- Referral to the University Judicial System for possible disciplinary action, including suspension or expulsion.

Once a resident's housing contract has been terminated, the resident cannot reside in university housing. Residents interested in appealing should refer to the discipline process concerning appeals.

HRL.0043 VISITATION, COHABITATION AND OVERNIGHT GUESTS (-2 Points)

Every guest is subject to University rules and regulations which affirm each student's right to study, sleep and privacy. It is the duty of the resident host to monitor and accept responsibility for the behavior of guests. All guests in any residence hall must be escorted by the host resident of that building at all times. The university reserves the right to deny access to any guest if it has been determined that such person has disturbed, disrupted, or endangered any residents.

Residents are permitted to have guests in their rooms between the hours of 9 a.m. and midnight, Sunday through Thursday, and Open visitation, with roommate consent, may occur on Friday beginning at 9 a.m. and lasting until midnight Sunday. Any guest exceeding a four hour stay

between the hours of midnight and 8 a.m. during open visitation will be considered an overnight guest and must be registered as such. In North Commons, all guests are required to register at the front desk upon entering the building.

Cohabitation is not permitted in any Auburn Montgomery Housing residential facility. Cohabitation is defined as visitors residing with a resident, in a residence hall and/or apartment for more than a total of three nights in a 30 day period. Any resident found having an individual (other than roommates assigned by Housing and Residence Life) living with them is subject to disciplinary action up to eviction. Housing and Residence Life reserves the right to distinguish visitors from residents and revoke privileges in the event of inappropriate activities/behaviors at any point during the visit.

Overnight guests must be at least 18 years of age and must have photo identification in their possession. Residents are responsible for completing an Overnight Guest Form in order to have an overnight guest in the residence hall. Overnight guests of the same sex are limited to staying in a resident's room no more than three nights per month. Consent of the roommate(s) must be obtained. Overnight guests of the opposite sex are NOT permitted in a resident's room under any circumstances.

Emergency Procedures

Medical Assistance

The university has entered into an agreement with the AUM Student Health Services in the School of Nursing to provide medical services to AUM students. Students must show a valid AUM student identification card at the time of treatment. The Student Health Services is located in Irma B. Moore Hall and is open from 8 a.m. to 5 p.m., Monday through Friday, while school is in session.

If medical assistance is needed outside these hours, students are advised to seek medical attention through their own physician or another medical treatment facility such as an after-hours outpatient clinic or a hospital emergency room. Since students are responsible for the entire cost of medical treatment received at facilities other than the AUM Student Health Services, they are encouraged to participate in the low-cost health insurance program sponsored through the AUM Student Government Association.

For more information, you may contact the Student Health Services at 244-3281 or the Office of Student Affairs at 244-3620.

Fire

Even with the best efforts toward fire prevention, a fire may still occur. Since fire and smoke spread rapidly (even through supposedly fireproof buildings), all occupants must know what to

do and be prepared to act quickly. If you see or smell smoke or see a fire, immediately activate the fire alarm to get everyone out of the building. Then call 911 and give them your name, location of the fire, and any other pertinent information.

After taking the above steps, attempt to extinguish the fire if it is safe to do so. Otherwise, evacuate the building along with the other residents and stand by to advise the fire department and university officials on details of the fire.

Fire extinguishers are located in each apartment. Evacu-tracs are located in the lobby of floors two through eight of North Commons. Residents should be familiar with their location. Turning in a false alarm, tampering with fire fighting equipment, smoke detectors, or sensors, or setting a fire within a university building is a felony offense and will result in arrest and disciplinary action.

The Housing and Residence Life Office will arrange to have fire drills each semester. Upon hearing a fire alarm, immediately evacuate the building. Wait until notified by the Resident Assistant or the Campus Police before re-entering your building.

Tornado

When a tornado warning is issued for the area, the following procedure will be in effect:

1. The Civil Defense siren located next to West Courtyards will sound a continuous warning for three minutes.
2. Residents should tune a radio or television to a local station for weather information and continue to listen for updates.
3. An AUM Police cruiser will patrol the campus to assist persons in finding cover and relaying information.

Shelter Option

West Courtyards

- Residents living on the second floor should go to the first floor laundry room or a first floor room. Residents on the first floor should go to their bathrooms or the laundry room until the tornado warning is over.

North Commons

- Residents should seek shelter in a first floor apartment or the lowest level possible away from any windows or doors. Residents may also shelter in place within the hallway or bathroom of their suite.
5. The Taylor Center will be open for anyone seeking a basement shelter, if time permits. Persons should position themselves in an inside hallway away from windows and remain there until the warning is over.
 6. When the warning has been cancelled, Campus Police will issue an "All Clear" advisory.

Hurricane

The decision to evacuate residents from university housing during a hurricane will be based on

factors such as size/intensity of the storm and the time at which a hurricane warning is issued. The chancellor, in consultation with the AUM Emergency Management Team, will determine if classes are cancelled and when/if the university will be closed.

The Housing and Residence Life Office will coordinate resident evacuation procedures. Residents who have no alternative housing locations will be evacuated to a designated campus shelter.

The Housing and Residence Life Office will coordinate the following:

1. What/how information will be provided to residents
2. Contact phone number for information updates
3. Decision regarding hosting non-residents during hurricane
4. When to evacuate the residence halls
5. What residents should bring to the shelter (i.e., radio, clothing, toiletries, medications, etc.)
6. Where to park vehicles during the hurricane
7. When it is safe for residents to return to the residence halls
8. Procedures to follow if damages have occurred to the residence halls and alternative housing requirements

Policy Enforcement

Community Standards apply to all residents. Staff members follow Housing and Residence Life procedures when dealing with violations of policies and Community Standards. All violation will be investigated and the appropriate sanction points, fines, community service etc. will be determined accordingly.

Ignorance of a standard or policy does not excuse the violation. When a violation of any standard or policy is recorded on an Incident Report, the Associate Director or his/her designee will meet with the resident and assign sanctions (disciplinary measures). Sanctions imposed by staff members may include, but are not limited to, points, fines, community service, required viewing of educational videos and loss of privileges. Failure to respond to a staff request to review an Incident Report may result in fines and additional disciplinary action. If the resident does not agree with the Behavioral Contract or fails to complete the assigned sanctions by the deadline for completion, the incident is referred to the Peer Review Board.

Peer Review Board

The Peer Review Board (PRB) is comprised of five residents representing the residential communities. It hears cases referred to it by Residence Life staff involving alleged violations of Housing and Residence Life policies (or Community Standards) as detailed in both the Housing Contract and The Guide to Residence Living.

At the start of fall semester, PRB members are chosen by the remaining PRB members from the previous year and the board's advisor. They undergo training during the semester and serve for the academic year.

Points

Depending on the nature and severity of an incident, a certain number of points will be assigned to a resident found guilty of a violation. Repeated offenses result in more points. Once a resident has accumulated 6 points, he/she may receive a written warning that further point accumulation will result in relocation within on-campus housing, and/or the review by the PRB. Once 10 points have been accumulated, the resident receives a written warning that a total of 12 points will result in removal from on-campus housing. Likewise, once 12 points have been accumulated, the resident is removed from on-campus housing and given 48 hours to vacate the premises. It is possible to receive 12 points for one violation, depending on its severity.

Students removed from housing for disciplinary reasons are not allowed to visit in Housing and Residence Life facilities.

Disciplinary Procedures and Peer Review Board Process

Sanctions

Sanctions (disciplinary measures) relate directly to the nature and severity of the violation as well as the perceived willingness of the resident to accept responsibility for his/her actions. The following sanctions may be imposed by the PRB:

- **Points** – predetermined system that is used to tally violations
- **Formal reprimand** - a written warning
- **Community service** - the performance of reasonable, non-credit assignments (examples include trash pickup, attending/presenting an educational program to fellow residents, creating bulletin boards, etc.)
- **Required viewing of educational videos**
- **Probation** - the loss of a certain privilege (e.g. visitation)
- **Damage assessment** - a set amount assessed to cover damages incurred (e.g. vandalism)
- **Fines** – monetary sanction given to offset cost of violation and/or deter future violations
- **Transfer** - relocation within on-campus housing
- **Eviction** - permanent removal

Hearings

Hearings are closed, with only the charging staff member, the resident charged, witnesses, board members and the advisor present.

A resident referred to the board has certain rights:

Appeal: Board decisions may be appealed in writing within 48 hours of the hearing date. The appeal should be addressed to Director, Housing and Residence Life (it is recommended that the letter be hand-delivered). The sanction completion process is placed on hold pending the outcome of the appeal.

Sanction Completion: Following any conduct meeting, the resident receives a written copy of the decision regarding his/her violation. Any sanctions and points are explained. If the sanctions are completed as assigned, the resident is cleared by the Associate Director of Housing or his/her designee. If the sanctions are improperly completed or not completed at all, the resident is then referred for additional disciplinary measures.

If sanctions are not completed, the resident is fined \$50 and referred to the PRB which results in an automatic two-point accumulation plus any additional points determined by the Associate Director of Housing and Residence Life.

Housing and Residence Life reserves the right for an administrative review to hear incidents that are deemed inappropriate for the Peer Review Board. Some incidents are referred to the University Disciplinary Committee, and Campus Police may be called into matters involving illegal behavior and/or non-compliance.

Note:

Behavior or actions not listed under the Community Standards 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 may face disciplinary action.

Community Standards and policies are meant to preserve rights and services for present and future residents. Residence Life staff members may not ignore or fail to deal with violations (policy or law) which they encounter.

Call or come by for a visit.
133 Taylor Center or 100 North Commons
244-3572/244-3296, housing@aum.edu
Department of Housing and Residence Life

A Commitment to Community...
AUBURN MONTGOMERY HOUSING AND RESIDENCE LIFE