

Sullivan University - Lexington

**HOUSING AND RESIDENCE LIFE
Policies and Procedures Manual**

Revised September 2019



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Vision

The Housing and Residence Life staff strives to create a safe, welcoming, and memorable community, which promotes student learning and development through academic and social initiatives.

Mission

The Department of Housing and Residence Life partners with the University and local community to provide residents with a safe, enjoyable and welcoming environment, by embracing an educational, social, and holistic approach to elevate students to a higher level of success.

Core Values**Integrity**

We value the individual's personal development and foster an environment that allows one to develop honesty and strong moral principles. This will enable the student to think critically and make positive decisions.

Self-discipline

We believe that the student should develop physically, emotionally, socially and academically within the residential community. With this in mind, it is our goal that students develop the ability to take responsibility of their actions within the community. We value the improvement of the individual through motivating one's personal desire to develop self-control through acceptance, hard work and perseverance.

Professionalism

We value the professional development of each individual through experiences inside and outside of the classroom. We achieve this by fostering an environment for our students through the development of academic, social, and wellness initiatives. We strive to prepare members of our community for their professional goals after graduation.

Respect

We value and respect our residents. The Department of Housing and Residence Life staff partners with our residents to assist them academically and personally to ensure long term success.

Statement of Resident Rights and Responsibilities

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

Residents have the right to:

- Have reasonable access to their living accommodations based on a published schedule of occupancy.
- Live in a clean and secure environment.
- Facilities and programs that support the pursuit of academic success.
- Expect a regionally competitive price on housing accommodations and/or food service.
- Have access to written/online copies of University housing rules and regulations, or individual building policies that govern individual and group behavior.
- Have the respect and safety of personal property.
- Study without interruption or interference.
- Be free from unreasonable noise.
- Be free of intimidation or harassment.
- Express themselves freely within established guidelines.
- Expect enforcement of housing agreement/contract.
- Have direct access to staff that provide assistance, guidance, and support as needed.
- Host guests, within established guidelines.
- Receive equitable treatment when behavior is in question.
- Enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility to:

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff, University officials, or fellow residents.
- Meet payment schedules for room, board, and other required housing fees.
- Monitor and accept responsibility for behavior of guests.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others, as stated above.
- Maintain a safe and healthy living environment by performing routine housekeeping.
- Respect the diverse backgrounds and interests of those others who are different from them.
- Treat others in a civil manner and manage conflict in a mature manner.

- Be serious in their academic pursuits.
- Participate actively in self-governance.
- Participate in housing departmental committees as requested.
- Express themselves individually, or by association with groups.
- Participate in judicial proceedings to determine appropriate standards of behavior.
- Contribute positively to the community by participating in educational and developmental activities.

Source: Association of College and University Housing Officers – International (ACUHO-I)

Be advised: The Department of Housing and Residence Life has the right to review, alter and/or update policies and procedures in this manual at any time. Appropriate notification will be given to residents if any policy or procedure is updated.

Policies and Procedures

Abandoned Property

If a resident leaves personal property under circumstances that reasonably show abandonment, the University may remove this property and store it for two weeks so that the items are available for the resident to claim. The resident will be notified of the impending disposal by phone and/or email, this information will be obtained from our campus database. Failure to claim personal items within one week will result in their disposal. Items which are clearly of no value will be disposed of immediately.

Alcohol

Alcohol, alcohol beverage containers and paraphernalia are not permitted in housing and residence life. Any resident or guest in a room who knows that alcohol is present will be held responsible under the alcohol policy unless he/she informs a staff member of the violation. Simply removing oneself from the room does not remove responsibility of alcohol unless deemed so by the Department of Housing and Residence Life. A violation of the alcohol policy may result in termination of the resident's housing contract. Residents that are at least 21 years of age are expected to follow all alcohol policies and should not purchase or provide alcohol for minors.

Apartment Assignment

Apartment assignments are made initially by the Director of Student Services and Community Relations. Special requests made on the application for housing are honored whenever possible. Since changing apartments sometimes causes hard feelings, residents are asked to make every effort to favorably adjust to their current apartment mates. **Changing apartments should be a last resort.** However, if a student cannot adjust to living with his/her original apartment mates, every effort will be made to find a more suitable apartment setting. **In the event an individual reports any type of sexual assault and/or harassment, it is the policy of Sullivan University, at the victim's request, to make apartment and/or complex changes as reasonably available. NO MOVE MAY BE MADE WITHOUT OFFICIAL APPROVAL FROM THE DIRECTOR OF STUDENT SERVICES AND COMMUNITY RELATIONS!**

Apartment Changes

Residents who desire a change of apartment must submit a request in writing (or email) in order to be considered. Residents who desire a change will usually be given the opportunity to relocate if space permits. A resident must be granted approval by the Director of Student Services and Community Relations before moving. Unapproved moves will result in judicial sanctioning and may result in a move to the resident's original apartment and possible lease termination.

Apartment Cleaning

Residents are expected to keep their apartments neat, clean and suitable for human inhabitance. Some guidelines for how to keep the apartment in a suitable condition:

- Dirty dishes and/or food should not be left in the Living Room, Bedrooms, or Bathrooms. (Dirty dishes should not be left in the kitchen/dining area for more than 24 hours.)
- When the trash can is full – take the trash to the dumpster. (Do not have multiple bags of trash left in the apartment, on the balcony/patio, or outside the entrance door.)
- Remember the Resident Advisor has a vacuum cleaner available for student use. (Sweeping and/or vacuuming floors should happen once a week or when they get dirty.)
- Bathtubs, Toilets, and Sinks should be cleaned at least once a week.
- Place laundry in a receptacle, not on the floor.

The first violation of the cleanliness policy, students receive a disciplinary sanction. Students who violate the cleanliness policy more than once will be given **three days** to properly clean the apartment or areas

cited. Should the student(s) fail to clean his/her apartment or areas cited by the appointed date/time, University Housing and Residence Life reserves the right to obtain a cleaning company/contractor to clean the student(s)' apartment or cited areas.

University Housing and Residence Life will assess the student(s) University account for the fees incurred to use the services of the cleaning contractor/company. Therefore, the student is responsible for the fees incurred to have the cleaning contractor/company clean the apartment/area(s).

Students will usually receive notification of the date and approximate time to expect the cleaning company/contractor to enter their apartment either by telephone, email, personal contact, or letter.

NOTE: It is the responsibility of the student to assure that his/her personal belongings are stored properly prior to the arrival of the cleaning contractor. Housing is not responsible for personal belongings that are not stored properly.

Expect the cleaning contractor to clean bathrooms (i.e., tub, shower, toilet, sink, and sweep/mop floor), clean kitchens (i.e., place dishes in dishwasher, sweep/mop floor, wipe off counters), empty trashcans, vacuum carpets, dispose of empty cartons and other refuse. The aforementioned tasks are not all inclusive. Additional cleaning tasks may be required.

Apartment Condition Report: This report consists of a description of any existing defects in the apartment and a list of all equipment in your apartment. The resident is responsible for the condition and equipment of the apartment and all additional damages or losses that may occur while occupying the apartment. Students must complete and return the condition report forms on move-in day.

Apartment Entry: The entry into the living quarters of a student may be conducted by the following people for the purposes listed below:

- By law enforcement officers in the line of duty in accordance with legally defined procedures governing search and seizure.
- By authorized custodial and maintenance personnel to make improvements and repairs and to provide routine maintenance.
- By authorized University personnel in order to ensure that health, fire and safety standards are maintained.
- By authorized University personnel in emergency situations to protect the health, comfort and welfare of a student or to make emergency repairs to prevent damage to a person or property.
- By authorized University personnel (including University Public Safety or Security Staff) in order to ensure compliance with University Housing policies. (See Compliance with Rules and Regulations) As such, please leave bedroom doors unlocked.

Appropriate Attire

All residents and guests are required to be fully clothed while outside individual rooms. Inappropriate displays from one's window are also forbidden.

Babysitting

Babysitting is not allowed in housing and residence life. Per policy, operating any type of business within residence life is not permitted.

Beaumont Farms

Fitness Center: The apartment complexes provide residents with a fitness center. The Fitness Center rules (issued by apartment management) must be observed at all times. Facilities are used at your own risk.

Laundry Facilities: Laundry facilities are available for use by apartment residents. Sullivan University does not permit students to bring washers and dryers for hookup in their apartments. Students should plan to utilize the Laundromat at the apartment complex or make other arrangements for laundry.

Maintenance: If you have maintenance that needs to be attended to, report it directly to the Student Services Office or the Resident Assistant. Emergency maintenance needs should be reported directly to Beaumont Farms at 859-274-0497.

Pest Control: The apartment complex has all buildings sprayed for pests when needed. See additional information in pest control policy.

Swimming Pools: The apartment complexes provide residents with two swimming pools. The pool rules (issued by apartment management) must be observed at all times.

Behavior Expectations

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

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

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

Any behavior violation will result in disciplinary action with the possibility of a judicial hearing, sanctioning or termination of the housing agreement.

Burning and Open Flames

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

Cable Television & Internet

Basic cable and wired internet are provided through the apartment complex. Residents can either pay for wireless internet through Spectrum or simply get a router. Antennas are not permitted. If you contact Spectrum, they will ask for your address and be sure to give them your apartment number when giving the information and tell them you are part of a "bulk" account. If you are having cable issues, call

Spectrum and they will walk you through the troubleshooting process and will schedule a technician to visit if they are not able to resolve the issue over the phone.

Check Out Procedures

If a resident has to leave housing at any time throughout the quarter, they must adhere to the Department of Housing and Residence Life's check-out procedures. Check-out entails removal of belongings and self from an assigned room. Failure to follow the policies listed below may result in fines and/or loss of housing and key deposits.

*Residents who terminate their lease within the lease period will be responsible for the remaining fees owed. Appealing the remaining charges may be done by emailing the Director of Housing. The appeals must provide detailed and adequate information on the reasoning for moving out of housing.

Official Checkout:

To officially checkout of Housing, residents must:

1. Set up a time to check out with a member of the housing staff. Student is responsible for calling a member of the housing staff at least 48 hours prior to move-out to schedule an appointment. If resident gets an answering machine when he/she calls, please leave your name and a phone number where the staff member can contact you.
2. Remove all personal property from the apartment prior to your scheduled checkout time.
3. Empty trashcan and remove all trash and/or unwanted materials.
4. The last or only occupant to checkout should prepare the refrigerator by:
 - a. Removing all food from the refrigerator and freezer.
 - b. Cleaning the refrigerator and freezer.
5. Clean the stove inside and out (including the drip pans).
6. Remove all tape, stickers, adhesive tape, etc. from walls, doors, ceilings, mirrors, and windows.
7. Clean off writing on doors, walls, desks, dressers, or chairs.
8. Wash all furniture surfaces - chairs, desks, dressers, window sills etc. There should be no stains, smudges, tape, or sticky spots left.
9. Place all furniture in the room, in its original place and condition.
10. Bring all of your trash to the appropriate location. Do not sweep garbage into the breezeway. Each resident will be billed for garbage or items left in the kitchen, balcony/patio, breezeway, bathroom, or other common spaces.
11. Empty all drawers and wipe out all dirt.
12. Close and lock windows and doors before leaving, if applicable.
13. Restore apartment to original condition and configuration, including sweeping and mopping the floor whether or not you are the last occupant moving out. (See Standard Charges Section).
14. Meet with the housing staff member at the pre-arranged time for final inspection.
15. Sign the apartment condition report.
16. Turn in your apartment key and mailbox key.

Residents who do not officially or properly checkout will be charged a \$75.00 fee. If the resident does not turn in his/her apartment key (within 48 hours), he/she will be subject to an additional lock change fee of \$25 per lock. Any charges for cleaning or damages will be added to the student's University account.

Cohabitation

Cohabitation is defined as a person living in or occupying a space to which the person is not assigned. Extended visitation is not allowed in housing. Any guest/resident that spends the night more than three consecutive nights is violating the cohabitation policy. Personal items should not be left in another resident's room.

Consolidation

Residents who find themselves without a roommate due to cancellations, withdrawals, etc., will be required to consolidate with other residents in other rooms. Consolidation may happen at any time during the quarter. Consult your Resident Assistant or Department of Housing and Residence Life for guidance on consolidation. A Charge of \$75 will be applied for residents who fail to comply and a judicial sanction may be given.

Course Load

Residents whose course load falls below 12 credit hours will need to meet with a professional staff member in the Department of Housing and Residence Life. Permission to remain in the hall is at the discretion of the appropriate housing staff. Documented and undocumented behavior may be used in considering whether permission is granted and or continued through the remainder of the quarter.

Damage and Vandalism

Damage, destruction, or theft of public and University property or private property and furnishings is prohibited. If found responsible, the party/individual may be sanctioned and required to pay restitution for items damaged. Residents are required to complete Apartment Condition Reports when first moving into any apartment. Failure to complete an Apartment Condition Report indicates that no damage was present upon move-in. Residents are held accountable for any damage that occurs within their apartment, including those from decorations and adhesives. When individual responsibility cannot be determined for damage in common areas, the amount may be prorated among all members of the community. Residents will be given the opportunity to provide information in a timely manner prior to final billing. When an accused resident is found to be responsible for damage, he or she will be charged for the necessary repairs, replacements, or custodial services. The resident may also face disciplinary action under the vandalism policy.

Dartboards/Darts

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

Disability Services/Accommodations

The Department of Housing and Residence Life strives to provide living accommodations for residents with disabilities living within University housing.

Application Process

A resident requiring specific accommodations must indicate their request on the housing application. If the resident becomes aware of a disability after submitting a housing application he or she will need to contact the Department of Housing and Residence Life if accommodations are needed. Upon submitting an application with accommodation request, please include all of the following:

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

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

Departmental Notification of Housing Assignments for Residents with Disabilities

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

The following offices will receive a copy of the aforementioned list: Department of Public Safety, the Senior Director of Student Services and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified. The Lexington Fire Department will be notified at the start of each quarter in regards to students living within Sullivan University apartment units who may have mobility or sensory related disabilities. The students name will not be disclosed; however the unit in which he or she is living as well as the type of disability will be released.

Apartment Unit/Complex Modifications

It is imperative that requested accommodations are made as soon as possible so that if modifications are needed, they occur in a timely manner. Students with disabilities will be given priority for first floor units based upon a first come, first served basis. Modifications to apartments are provided and approved by the apartment complex management.

Assignment Appeal Process

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

The student may request an apartment change - The student should submit a written request for an apartment change, also outlining the reasons for the proposed change. Apartment changes are granted as the space is available on a first come, first served basis.

The student may request to have specific modifications completed or installed in his/her assigned room - Requests for modification of space or installation of accessible equipment should be submitted in writing discussing in detail the following items:

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

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

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

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

Emotional Support Animal (ESA)

The Department of Housing and Residence Life strives to provide living accommodations for residents with disabilities living within University housing. A student may request to obtain an Emotional Support Animal (ESA), which is an animal providing emotional support to alleviate one or more identified symptoms or effects of one's disability. An ESA may not be brought into campus housing without proper approval from the Department of Housing and Residence Life. The department will evaluate each need case-by-case. If there is a time-sensitive request, then the Director of Student Services and Community Relations will work with that student to ensure that a prompt decision is made.

The resident must properly care for their Emotional Support Animal. The animal must remain in good health condition. The animal is not allowed outside of the room (unless going outside if appropriate). If the animal uses the restroom outside, it is the responsibility of the pet owner to ensure that the animal is

using the restroom in the designated area provided, to clean up any waste and keep the animal on a leash. Care and supervision of the ESA is the sole responsibility of the owner. The owner of the pet must keep the applicable vaccinations current and provide the vaccination records to the Director of Student Services and Community Relations. ESA owners should fill out their roommate living agreement to ensure that all parties are comfortable. If a roommate issue occurs, then a meeting will be set up with a housing professional to see if a roommate change is necessary. The student must inform the Director of Student Services and Community Relations if they decide that they no longer want/need an Emotional Support Animal.

Sullivan University has the right to deny the request for an ESA if the decision would impose an undue financial or administrative burden on Sullivan University's operations. A detailed letter will be sent to the student and a face-to-face meeting will be set up to discuss possible alternatives if a denial has been determined.

If the Emotional Support Animal proves to be a disruption to the housing community (unsanitary, dangerous, barking, etc.), Sullivan University reserves the right to revoke the accommodation.

Application Process for requesting an Emotional Support Animal

- 1. Request for Housing Accommodation Form:** Student must fill out this form to officially request a housing accommodation.
- 2. Medical Documentation Form:** Before requesting an Emotional Support Animal, the student must obtain proper medical documentation from a licensed mental health provider.
- 3. Vaccination Verification:** The student must provide documentation from a veterinarian that verifies all current vaccinations and their expiration dates.
- 4. Meeting with Director of Student Services and Community Relations:** To ensure that all accommodations are met.

Disciplinary Proceedings

Resident Conduct Rights, Responsibilities, and Procedures

All residents alleged to having violated the Residence Life Resident Code of Conduct are entitled to certain procedural rights to ensure fair conference of information is provided. Each resident will be provided with an opportunity for due process and appeal of a decision made by the Resident Conduct Officer overseeing their resident conduct conference process.

As residents, the residents of housing and residence life will aim to uphold the following responsibilities:

Resident Responsibilities:

- The responsibility of assuming the consequences of one's own actions on and off campus as long as you are a Sullivan University resident.
- The responsibility to respect the rights and property of others, including other residents, staff, the faculty and the administration.
- The responsibility to recognize that resident actions will reflect upon the individuals involved and upon the entire university community.
- The responsibility for knowledge of and observance of established University policies presented in official University publications.

- The responsibility to uphold the Resident Code of Conduct and general housing policies as outlined in our Housing and Residence Life Policies and Procedures Manual on and off campus as long as you are enrolled as Sullivan University resident.

As Resident Conduct Officers we will aim to provide residents with the following rights:

Resident Rights:

- Receive notice and be advised of the charges in writing.
- Explain their version of the events that lead to the alleged violation(s).
- Have access to all policies and procedures pertaining to Housing and Residence Life and University
- Not participate. You may choose not to answer any questions.
- Ask for clarification on any questions presented.
- Challenge the objectivity of the hearing officer if you have reasonable cause to believe that they may be biased or have a conflict of interest.

A resident may file an appeal in writing within 24 hours from the conclusion of their resident conduct conference. The appeal should be submitted to the Senior Director of Student Services via email to review the outcome of the meeting based on the following grounds:

- Failure to follow procedures/due process.
- Preponderance does not support decision.
- New information not available at the time of this meeting.
- Sanction(s) is unduly harsh or arbitrary.

Upon reviewing all of the information provided by the resident and the resident conduct file, the Senior Director of Student Services may decide to one of the following outcomes:

- Grant the appeal and overturn the sanctions and outcome of the previous conference
- Grant an appeal and refer the resident to the University Disciplinary Committee for an appeal conference, the University Disciplinary Committee will make recommendations to the Senior Director of Student Services on sanctioning and outcome of appeal.
- Deny the appeal based on the fact that all procedures were followed by Resident Conduct Officer and sanctions were in accordance to the severity of the violation.
- Deny appeal and meet with resident if the sanctioning was not sufficient to the violations and all procedures were followed by the Resident Conduct Officer.

A. Disciplinary Conference

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

B. Sanctions

- Warning or Official Reprimand: A written warning that the continuation or repetition of unacceptable conduct may lead to further disciplinary action.
- Educational Requirements: A resident may be required to do interviews, a research project, a reflection paper, disciplinary service, or other type of assignment to provide a learning experience related to the violation. Plagiarism will not be tolerated. The University definition of plagiarism is: the unauthorized use or close imitation of the language and thoughts of another author and the

representation of them as one's own original work. A resident found plagiarizing will face additional judicial points and sanctions.

- **Rehabilitative Probation:** A period of time, not to exceed one year, during which the resident is required to control questionable behavior. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the resident is found to be violating any institutional regulation(s) during the probationary period. Conditions such as the following may be attached:
 - Constructive-type work or educational project. Work should not conflict with tasks assigned to regular University employees or with the regular University class schedule.
- **Disciplinary Service:** Work assignments may be a part of a disciplinary probation or may be imposed as an independent sanction. Disciplinary service hours completed will not count towards fulfilling the resident's community service requirements for graduation. If resident does not complete the disciplinary service assignment by the assigned completion date, a charge of non-compliance of a University decision will result.
- **Restitution:** A resident, whose actions cause damage to public or private property or injury to another person, may be required to provide monetary reimbursement for restoration of/or replacement of property or for medical bills related to injuries.
- **Referral:** The resident may be referred to an appropriate university service office or to an outside agency to assist that resident in achieving personal, social, or emotional growth.
- **Alcohol Education Program:** A resident in violation of published alcohol policies or who exhibits inappropriate behavior as a result of alcohol consumption may be required to complete an alcohol education program.
- **Disciplinary Probation:** A specified trial period during which a resident whose conduct has been found wrongful has the opportunity to prove that he/she can uphold University rules and policies. It may exclude a resident from participation in privileged and/or extracurricular activities as set forth in the notice for the specified period of time. Residents found responsible for sanctions involving alcohol and substance abuse may be referred to the Wellness Center programming offered by the University. The terms imply that violation of any provision in the Resident Code of Conduct would be viewed not only as a violation of the regulation itself, but also as a violation of the probation and could result in his/her suspension from the University.
- **Relocation:** A resident may be relocated to another residence life room and subsequently restricted from the facility of a previous housing assignment.
- **No Contact Order:** The student is restricted communication with the other party; including but not limited to verbal, texting, use of social media and discussing the situation with another party.
- **Counseling and Mental Health Safety Plan:** A student who is assessed as a high risk for suicide, self-harm, and other mental health matters may be asked to complete a safety plan provided by the National Suicide Prevention Lifeline. In addition, and if deemed as necessary, housing staff may require a meeting with and approval from the campus counselor prior to being able to integrate back into the residence life community. This may be in conjunction with the safety plan, which would serve as a written list of coping strategies and sources of support.
- **Termination of Housing Contract/Eviction:** A resident may have his/her housing contract terminated and be required to vacate the residence life system at any time during the lease. The resident will normally be given a max of 48 hours to vacate housing; however, serious violations

may result in the immediate removal of an individual if it is deemed necessary to maintain the safety and security of other residents. Any additional violation occurring prior to vacating housing will be referred to the Department of Housing and Residence Life.

C. Appeal Process

The appeal process has been established for any resident who feels he/she is being removed from University Housing improperly, or in undue haste. However, the **University reserves the right to refuse an appeal hearing to any Housing resident being evicted at any time.** In addition, violations that warrant such will require the resident to immediately vacate the University-controlled property without recourse.

The appeal process requires the following steps be taken:

1. The resident must submit in writing (or e-mail) a letter stating the reason he/she should be heard. This letter should be addressed to the Senior Director of Student Services and must explain the situation and what he/she would like to see happen. The letter must be submitted by the resident no later than 24 hours after their notice of termination.
Requests for an appeal will not be accepted after this time.
 - The resident will be allowed to remain in housing during the appeal process. After submitting his/her letter, he/she will be contacted by the Senior Director of Student Services to schedule a hearing.
 - To be granted an appeal hearing, the accused resident should be able to prove his/her non-involvement in the incident. **If, in the appeal letter, the resident cannot offer “proof” of his/her innocence, the hearing will be denied.**
2. The decision on whether or not the appeal is heard will be made by the Senior Director of Student Services or designee. The decision will be available within 48 hours.
3. If necessary a hearing time and date will be determined and executed. The hearing may be audibly recorded and a copy of the proceedings will be retained by the University.
4. During the hearing, the resident will have the opportunity to present his/her position. The committee will call for discussion in a question and answer session regarding whether or not a violation or misconduct has occurred.
 - Residents are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state’s rules of evidence apply in resident disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson.
 - During an appeal process, the resident’s presence will be allowed on campus, and in the apartment unless such constitutes a clear and present danger to the university community or unless the resident has been instructed to remain off-campus and/or off-university controlled property by an authorized official.
5. If a resident fails to appear, they automatically forfeit their right to appeal and the original decision will be upheld.

6. After the appeal is submitted and/or a hearing is completed, the committee will meet to discuss their decision. The decision is based on their subjective judgment and is final. The committee's options are to:
 - **Agree and uphold the original decision of the judicial hearing officer.**
 - **Overturn the termination and provide a recommendation to the Senior Director for appropriate sanction(s), if any.**
7. Once the final decision is made, the appeals process has ended. The Department of Housing will notify the resident of the outcome within 48 hours. If the termination is upheld, the resident will have a maximum of 48 hours to remove his/her belongings and properly check-out with the Resident Assistant or another University Official. The remaining charges (i.e. rent for the remainder of the lease agreement, assessment for repairs, etc.) will become due within 30 days of termination.

Disruptive Behavior

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

Drugs

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

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

Violations of the drug policy will likely result in the termination of the housing contract and/or may be subject to heavy judicial and educational sanctions.

Electrical Outlets: When apartments are inspected during routine Safety Checks, the Housing staff will be looking for unsafe usage of room electrical outlets. The following policies concerning the use of electrical outlets must be followed:

- In each duplex electrical wall outlet, four cords may be plugged in through the use of one extension cord or one three-way adaptor.
- All major appliances (refrigerators, microwaves, etc.) must be plugged directly into the wall outlet. No major appliance should be plugged into an adaptor or extension cord.
- Six-way adapters, power taps, and electrical bars with built-in circuit breakers are allowed. However, only one such adapter may be plugged into a wall outlet. Any problems with the electricity supply (thrown circuit switches, heat around the outlet or wires, etc.) should be immediately reported to your Resident Advisor.

Emergency Procedures and Evacuation

- Beaumont Farms Apartments 859-274-0497
- Public Safety (859)514-3600
- 911

We strongly urge individuals to familiarize yourself with emergency exits, stairwells and locations of pull stations in each building.

Fire: Any student who discovers a fire, no matter how insignificant he/she thinks it is, should sound the alarm by pulling the nearest pull station and notify the resident assistant and call Beaumont Farms at (859) 859-274-049. **It is best to call 911.** Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume a fire exists and leave the building immediately. The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames. Evacuate at least 300 feet away from the building and await direction from officials. Once in a safe area contact the RA and advise them of the situation. If safe, congregate near the back swimming pool, so the RA is able to locate all students. If that area is not safe, meet by the Beaumont Farms office.

Fire Alarms/Equipment: Since this equipment is for the safety of the residents, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly. Because this activity can endanger lives of residents and is a violation of the Kentucky Penal Code, persons responsible may not only face disciplinary actions but also may be prosecuted and are subject to the criminal penalties of the law.

Tornado Warnings: If a tornado warning or alarm is issued, it is important for you to move from your room to a safe area. Safe areas should be away from top floors and away from any areas having exterior windows or glass. Designated safe areas in your apartments are interior bathrooms or closets with no windows.

Emergency Maintenance Issues

Electric Safety Tips

“Safety is the foundation for all we do at LG&E and KU. We offer safety tips and information to ensure you, your family members and friends, our employees and business partners remain safe each and every day.” <https://lge-ku.com/safety>

- If the situation allows for time, call Beaumont Farms at 859-274-0497 and Public Safety at 859-514-3600.
- In an emergency, call 911.

Maintenance Requests

If you have maintenance that needs to be attended to, report it directly to the Resident Assistant. Emergency maintenance needs should be reported directly to Beaumont Farms 859-274-0497.

Failure to Comply

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

False Alarms and Bomb Threats

Any resident who sets or causes a false alarm or initiates a bomb threat will be brought before the Senior Director of Student Services for expulsion proceedings and will be subject to termination of the housing contract.

Fire: Any student who discovers a fire, no matter how insignificant he/she thinks it is, should sound the alarm by pulling the nearest pull station and notify the resident assistant and call Beaumont Farms at (859) 859-274-049. **It is best to call 911.** The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames.

Fire Alarms/Equipment: Since this equipment is for the safety of the residents, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly. Because this activity can endanger lives of residents and is a violation of the Kentucky Penal Code, persons responsible may not only face disciplinary actions but also may be prosecuted and are subject to the criminal penalties of the law.

Firearms/Fireworks: Possession or any use of any type of firearm, fireworks, or other weapon by anyone on University-owned or controlled property is prohibited. Instruments used to simulate such weapons in acts, which endanger or tend to endanger any person shall be considered weapons.

Fireplaces & Heaters: Many units are equipped with fireplaces; however, the university strictly prohibits their use. Other types of heating devices (i.e. kerosene heaters, electric heaters, etc.) also constitute a fire hazard and are prohibited.

Flammable Decorations and Light Fixtures

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

Furnishings

Each apartment is furnished including refrigerator, electric range, dishwasher, and garbage disposal. Furniture may be rearranged in the apartment, but no provided furniture is to be removed from the apartment. Bedroom furniture must remain in the bedroom. You are not permitted to bring large appliances such as small refrigerators, deep freezers, washers or dryers.

Gambling and Lotteries

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

Harassment

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

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

Hazardous Materials

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

Holiday Decorations

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

Improper Checkout

Each resident must notify the professional housing staff of his or her decision to leave housing at least 48 hours in advance. He or she must sign an intent to vacate with the housing office and schedule a checkout with their Resident Assistant prior to leaving housing. A resident will also be charged an improper check-out fee for missing or being late for a pre-scheduled check-out meeting with a housing staff member, or not leaving housing by the designated closing time.

Intoxicated or Incapacitated Residents

Any person found intoxicated or incapacitated as a result of alcohol or other controlled substances on campus property or who is abusive, disorderly, destructive, combative, etc., can be arrested by Lexington Police and charged with appropriate violations. Any financial costs such as emergency room care, EMT

care, etc., associated with the actions of a person as a result of alcohol or illegal drugs will be the responsibility of that person. Housing staff WILL NOT transport any residents for emergency care.

Keys

A \$30.00 key deposit is payable as you move into your apartment. The refund of the deposit is initiated when the key is returned to housing staff. Please return the key in person. You will receive a \$30.00 credit. Keys are not to be lent to anyone for any reason. For security reasons, duplication of keys is prohibited. Also, for security reasons, main doors should be locked when residents are not in the apartment. Do not lock your bedroom door.

Lease

You are obligated for rent payments under the terms of the lease you signed at entry. Movement from the apartment either voluntarily or otherwise does not lessen or negate your obligation to pay the full lease amount as agreed prior to your occupancy of the apartment. When moving out of the apartment at the end of your lease, it is important that all personal belongings be removed from the apartment by the lease-end date. (See Abandoned Property) Residents removed from housing for disciplinary purposes will be held liable for the full amount of their lease. The University reserves the right not to renew a student's lease agreement for any reason, subjective or otherwise. If a lease is not renewed, the student must remove all belongings and conduct a proper check-out with the Resident Advisor by the lease end date. Failure to check-out properly will result in the forfeiture of all housing deposits.

Liability

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

Note regarding Renter's Insurance: As noted in your Housing Agreement (lease), Sullivan University assumes no responsibility and provides no insurance or financial protection for the personal property of students. In addition, Sullivan is not responsible for unintentional damages a student causes to the apartment(s). Sullivan strongly recommends that students obtain renter's insurance coverage before move-in and has partnered with [GradGuard](#) to collect your renter' insurance preference. [Please click on this link to indicate your insurance preference.](#)

**Please note that if you do not indicate your preference on the link above, your name and email address will be shared with the GradGuard team so that they can follow up with more information closer to move-in. If you already have coverage under a different provider or don't wish to be contacted by GradGuard, please follow the link to be unsubscribed from future communications.*

Lockouts: Should you become locked out of your apartment, you should first call your RA. If you are unable to locate your Resident Advisor, you should contact the apartment office. Loss of a key will require a lock change. A lock change charge of \$25.00 will be assessed to the Sullivan University student account of the individual responsible for losing the key.

Locks: Locks on interior doors (i.e. bedrooms) are not permitted. Additional locks should not be added to any door in the apartment.

Lost and Found

Staff members will keep all lost and found items in the Housing and Residence Life office. Lost and Found items will be kept for a duration **no longer than two weeks** and will then be properly disposed of, i.e. given to charity or thrown away.

Mailboxes

Mailboxes are located near the building in which you live. You will receive a mailbox key when you get your apartment key. Packages will be delivered to the apartment complex office.

Missing Resident Policy and Procedure

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

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

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

General Procedure:

1. The University official receiving the initial report will gather information that includes:
 - a. Name of the reporting individual and their relationship to the missing resident.
 - b. The last known location of the missing resident and the date and time of the last known sighting.
 - c. Known habits and/or routines of the missing resident including employment, local and out-of-town contacts and friends.
 - d. Any recent changes to the missing resident's mood, demeanor or behavior.
 - e. The missing resident's cell phone number if known.
 - f. Any other information that may be of value to the administration and/or investigators.
2. The University administrator or housing staff member will inform the Sullivan University Department of Public Safety and a member of the leadership team. If a resident is determined to have been missing for at least 24 hours, the executive administrator to whom the report is made will first direct appropriate staff members to immediately begin the following steps. A report of progress should be made to the executive administrator within 1 hour to enable further action that is of a timely manner.
 - a. Call the missing resident's cell phone to attempt contact.
 - b. If no one can be contacted at the missing resident's residence, send a staff member to check their room.

- c. Initiate contact with the resident's RA, neighbors, instructors, etc., to confirm or adjust the last known date/time and location of the individual's known whereabouts.
 - d. Send the resident an email advising them they are being sought.
 - e. Send the resident a text message (if cell number is known) advising them they are being sought.
 - f. If possible, check Social Media for any information that may be helpful.
 - g. Contact the housing staff and/or public safety to obtain the residents car make, model, year and color along with the vehicle's license plate number and state. Check on campus and at housing to see if the missing resident's vehicle is accounted for.
 - h. Contact University I.T. staff to determine when the missing resident last accessed the University's computer network.
3. Upon being updated by assigned staff members, the executive administrator will make a determination as to whether to contact local police. If parents/guardians are involved and/or are the initial reporters of a resident's missing status, generally, the decision to notify police authorities will be that of the parents/guardians but such decision can be facilitated by university officials. If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing resident's emergency contact or parent. If it becomes necessary to contact police authorities, their procedures and protocols will be followed by the University. If a missing resident is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by university officials.
 4. When a missing resident is located, they will be asked to communicate with the individual(s) involved in reporting his/her disappearance. University officials will communicate internally on a need-to-know basis that the missing resident has been located. All media requests will be referred to the Sullivan University System office.

Noise and Quiet Hours

What may sound like music to your ears may prove to be an annoying disturbance to others. Just as you have the right to be able to listen to the music of your choice within the privacy of your own apartment, your neighbors have the right to study and live in the apartments without undue disturbances. Also, remember that some voices carry farther than others and can be disturbing to others. Stereos, radios, televisions and other instruments should be kept at a reasonable volume at ALL times. Keep in mind that there are others in the building besides you. Remember that the primary reason you are here is to get an education. Apartments with excessive noise and noise complaints will be subject to disciplinary action.

Online Misconduct

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

Painting

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

Parental Notification for Alcohol and other Drug Violations

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

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

Patios & Balconies: The presence of any items other than commercially manufactured patio furniture may not be kept or placed on University controlled patios and balconies. This includes boxes, trash, furniture other than that described, coolers, appliances, barbeque grills, etc. In addition, occupants of the apartment will be charged for the removal and disposal of the prohibited item(s) by University staff. Removal and disposal of prohibited items may occur without notice to the apartment occupants. Area fire codes and safety regulations prohibit the use of grills on patios or balconies. Violators will be fined a minimum of \$500.

Parking/Vehicle Policy

Cars and other vehicles must be operated with maturity and good sense. The speed limit in the apartment complex is ten mph. All vehicles must display current license plates and must be registered with the housing staff within the first week of each quarter. There is no guarantee of parking at the apartments; carpooling from hometowns is recommended. Guests of students should not park in front of the student's apartment buildings. Unsightly vehicles (including vehicles with flat tires, broken windows, leaking fluids or in obvious need of repair) are not permitted in the apartment communities. Repairs, oil changes, and vehicle washing are not permitted anywhere on the complex premises unless specialized facilities are provided. Abandoned, unsightly, or speeding vehicles may be towed at the owner's expense.

Pest Control

Living in housing and residence life allows for many positive experiences; however, living in close proximity to a lot of other people also means you share more things than a washer and dryer. Pests travel into the building from the outside via clothing, luggage, etc. It is easy to bring in the following pests without even realizing it:

- **Spiders**
- **Cockroaches**
- **Ants**
- **Bed Bugs**

The top three pests are attracted to spills and open food. Make sure you keep your room clean and put away food in sealed containers. Spiders like cool dark places. Pay attention to spider webs and realize that they are solitary creatures and do not normally nest like other pests. It is important that you realize that

these pests are easily dealt with if you notify the HRL Office. HRL will contact maintenance and the proper exterminator will be scheduled.

Bed Bugs: The proper handling of these pests is very important. If you suspect you have bed bugs, you need to contact the Housing and Residence Life Office immediately. Maintenance will inspect your room and an exterminator will be called if bed bugs are confirmed. The maintenance staff will give you a list of thorough instructions of how to proceed. Please realize that we can get rid of virtually any pest, but it is a process. Following the instructions of the maintenance team is the key to eliminating the bed bug issue. The Department of Housing and Residence Life will provide (free to the student) 2 treatments of the room. If the resident obtains bed bugs three or more times, then they will be responsible for the fees associated. Residents will not be allowed to move rooms and are strongly encouraged to not stay in other resident's room until the room has been treated and cleared by the exterminating company.

Lice: If a case of lice is confirmed, affected residents must notify the Housing Office so exterminators can be contacted. The resident must then bag up all of their clothes, linens, towels, stuffed animals, and hair supplies (ponytail holders, headbands, hats). The resident must also wash brushes and combs. The resident must then treat their scalp and hair with a lice shampoo (e.g. Nix). These treatments are less effective if one tries to treat themselves. Seek help from a guardian, friend, or the Lexington/Fayette County Health Department to ensure that the treatment is effective.

Pets

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

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

Posting Guidelines

Residents are permitted to decorate their doors, but decorations must be tasteful and appropriate. Posting in the complex is not allowed, as Sullivan University does not own the property.

Power Strips and Extension Cords

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

Pregnancy/Family

Residents who are pregnant are permitted to live in resident housing during their pregnancy. This information must be discussed with the Director of Housing in order to make sure that appropriate arrangements are made in the event of medical problems, the onset of labor, etc. Relevant information will be shared with those who have a specific need to know. Campus housing is designed for individual residents. Sullivan University System does not provide family housing or married-resident housing. Residents with children, spouses, etc. are encouraged to come to the Department of Housing and Residence Life for a listing of off-campus housing options.

Propping Doors

Outside doors should not be propped open (i.e., putting an object like a rock or book in front of the door to keep it from locking).

Restoration Deposit

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

Deposits are refunded after a resident's check-out paperwork is processed and the room is checked by a resident assistant. This process usually takes about a week, but can take longer at the end of the quarter when more people are moving out at once. In the event that the student is inactive at that time and have a balance they cannot request their deposits be refunded as that money will be applied to their remaining balance. Inactive students without a balance and active students leaving housing may request a refund of the restoration deposits.

Room and Roommate Changes

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

Residents are asked to make every effort to live with their current roommate(s). All roommate/apartment change inquiries MUST then go through the RA. It is important for these resident-staff members to be aware of what is taking place and to attempt to provide some assistance. The RA will always conduct a formal mediation process between the roommates before having the office staff meet with them. If the RA mediation process does not work, the roommates can then meet with an office staff member who will conduct a second, more formal mediation process. There will be NO roommate/ apartment changes unless it is an extreme case. In other words, roommate/apartment changes are NOT simply going to be approved for no adequate reason. **No matter the situation, there will only be ONE roommate/room change per resident per quarter.** So we encourage each resident to try to work through difficult situations (both amongst themselves and with the help of Housing staff members) before assuming a change is imminent. **KEEP IN MIND:** there is no perfect roommate, whether you are male or

female. No matter who you live with, there will be certain things you do not like about each other. It is imperative that you keep this in mind while living with someone in college, or elsewhere. Therefore, roommates should find a compromise on disagreements instead of simply attempting to change rooms or roommates.

Residents may not move from their assigned rooms into other room without prior permission of the professional staff member. Apartment or roommate changes are not made on the basis of race, color, religion, national origin, ancestry, sexual orientation, or physical ability.

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

Room Entry and Searches

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

Safety & Policy Compliance Checks: These checks conducted by members of the Housing staff occur as needed to ensure the safety and sanitation conditions of each apartment are being met. (See electrical outlets and apartment cleaning.) During safety checks or housing rounds staff also check for policy violations as described herein. Furthermore, University representatives and law enforcement officers may enter student housing units to conduct searches for illegal drugs, firearms and other unauthorized items. It is not necessary for you to be present during these checks.

Sanitation and Personal Hygiene

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

Sexual Misconduct Policy

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

Shuttle Service

The University provides shuttle service during the mornings and afternoons Monday-Friday per the most recent version of the Shuttle Schedule. Schedules are provided at orientation and are also available in the Student Services Office. Residents are allowed to park on campus only if they obtain the proper parking permit through the campus bookstore.

Smoking

Smoking is prohibited inside all apartments. Designated areas include the patio and outside the apartments. Students who violate this policy by smoking inside will be subject to judicial process.

Solicitation

Door-to-door distribution, solicitation, fund-raising, sales, or commercial activity are not permitted within housing and residence life. Solicitation includes, pyramid schemes as well. Please remember that residents and guests are not permitted to run a business in housing.

Sports: Sports activities inside the apartments or in the breezeways are not permitted. This includes *but is not limited to* playing hackey-sack, roller-blading, having water fights, and bike riding. Students who violate this policy will be subject to judicial process.

Standard Charges: It is our hope and expectation that you will leave the apartment in good/clean condition. We will take into consideration normal wear and tear when inspecting your apartment; however, the apartment must be completely cleaned, all trash removed, and the carpets vacuumed. The vacant condition of the apartment will be compared to the condition listed on the Apartment Condition Report form filed with our office at your check-in.

- CLEANING
 - Prices can range from \$65 and up.
- REPLACEMENT
 - Replacement costs are set by Beaumont Farms Apartments and are subject to change from year to year.

Telephone: The apartments do not come equipped with telephones. Students may arrange to have telephone service installed themselves by contacting the telephone company. Be sure to have worked out potential problems before ordering a phone. Such problems include:

1. Who will pay the deposit?
2. In whose name will the phone be listed?
3. How will the monthly bills be paid?
4. What happens if and when someone leaves the apartment prior to billing?

Theft

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

Trash: Dumpsters are located within reasonable walking distance from all apartment units. In the interest of health, sanitation, safety and appearance, occupants must keep the grounds and breezeways clear of trash and personal property. Occupants must put trash, garbage, and waste in the dumpsters provided by the apartment complex. Trash cannot be stored on balconies, patios, in closets, etc.

Unauthorized Apartment Changes: All apartment changes must be approved by the Director of Student Services and Community Relations before a move may take place. If a move is made without the prior approval of the Director of Student Services and Community Relations, the person involved will be awarded points and possibly have to move back to their original apartment.

Unauthorized Entry

Residents must prevent unauthorized individuals from entering the apartment. Residents and guests may not enter another resident's room without their permission.

Utility Bills: The University agrees to bear the cost of all utilities (electric, water and sewage) up to \$250 per apartment unit each month. The students residing in a Sullivan University apartment will equally bear financial responsibility for the balance of utility cost above \$250 during a monthly billing period, immediately becoming due and payable. This amount shall be assessed to each student's University account.

Vacations and Quarter Breaks: There is generally a ten day to two week break between quarters. Students normally go home during these times and they are expected to do so. Exceptions should be cleared with a member of the housing staff within the tenth week of each quarter. Apartments should be thoroughly cleaned (See Apartment Cleaning Section) by all residents; all trash should be removed; no open food items should be left out; all electrical equipment (i.e. computers, TV's, alarm clocks, radios, etc.) should be unplugged prior to the residents leaving for the break.

The University observes several holidays during the year; again, students are expected to take advantage of such "breaks in the action." We believe the long holidays, weekends, and breaks will enhance the student's classroom performance. In addition, the breaks between quarters allow us to perform routine maintenance of the apartments whenever necessary. For these reasons, we ask that any student who will be staying in the apartments during break times or holidays notify a member of housing staff.

Violence

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

Visitation

Visitors are expected to follow all policies of the university and student housing. Residents are responsible for their guests and all actions of the guests while on the complex. Guests must be escorted at all times while on property, this includes outside of the building. Guests of housing and residence life must be 18 or older. All guests under the age of 18 must be escorted by a parent or guardian at all times. Special permission can be granted by the Director of Student Services **only**. Residents who are found to have unsupervised children may be subject to criminal charges.

Residents may only have an overnight guest (regardless of gender) during the weekends (**Thursday through Saturday night ONLY**). Any guest staying past midnight will be considered as an overnight guest. Residents are only permitted 2 guests at a time for overnight visitation. Please keep in mind that you should be courteous of your roommate(s) when scheduling an overnight guest. Your roommate(s) reserves the right to contact the Director of Student Services if he/she are made uncomfortable at any time. Please allow 24-hour notice to your roommate(s) whenever possible.

**Overnight guests (regardless of gender) may stay a maximum of three nights in a row.*

All residents and non-resident guests will be permitted to visit during the following days and hours:

- Sunday – Wednesday 7 a.m. to 12:00 am.
- Thursday – Saturday Overnight guests are permitted

(Any guest staying past midnight will be considered as an overnight guest.)

Weapons

Weapons are not permitted in housing and residence life. This includes but is not limited to firearms, ammunition, explosives, tear gas, knives over 2 inches long (those not used for culinary class purposes), pellet guns, wrist rockets, catapults, dart guns, and devices that propel objects through the air.

Recreational weapons such as but not limited to sling shots, stun guns, pellet guns, Taser guns, air soft guns, etc., are not permitted in housing and residence life. Objects that are used in the martial arts, such as nun chucks and bolas, and those used in hunting, such as bows and arrows, are not permitted in housing and residence life. Residents who use an object in the form of a weapon to injure someone are subject to discipline under this policy. Residence life staff may search a room if there is reason to believe a weapon is located in the room. Violation of this policy may result in termination of the housing contract. **The only exception to this policy is that culinary knives for culinary residents are permitted, which should be kept in the proper container and put away out of reach of others.**

Website

Residents and/or family members interested in knowing more about Housing and Residence Life should visit the departmental website at: https://sullivan.edu/tab_slider/lexington-housing/.