

THOMAS UNIVERSITY 

## **Guide to Housing & Residential Life**



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## RESIDENTIAL LIFE

### MISSION

It is the mission of Thomas University Residential Life to promote quality living and an environment conducive to the learning experience for our students. To that end, Thomas University supports interaction that promotes awareness and understanding of the diversity that exists within and outside the University community. We encourage acceptance and appreciation of individuals regardless of race, gender, age, ethnicity, able-bodiedness, sexual orientation, socio-economic status, or religious affiliation. We believe each person has value and should be treated with dignity and respect.

### PHILOSOPHY

At Thomas University, we believe that a college education extends well beyond the classroom. The college experience includes growing and learning through programs, events and activities as well as the experience of living cooperatively with others. We strive to create a learning and living environment that is consistent with the Six Principles of Community:

**Educationally Purposeful:** The Residence Life staff will strive to create a place where faculty and students share academic goals and work together to strengthen teaching and learning on campus

**Open:** The Residence Life staff will strive to create a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed

**Just:** The Residence Life staff will strive to create a place where the sacredness of the person is honored and where the acceptance of diversity is aggressively pursued

**Disciplined:** The Residence Life staff will strive to create a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good

**Caring:** The Residence Life staff will strive to create a place where the well-being of each member is sensitively supported and where service to others is encouraged

**Celebrative:** The Residence Life staff will strive to create a place in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

In order to accomplish these Six Principles of Community principles, Thomas University works to provide a living environment where scholarship, learning and positive community ideals can flourish. We encourage a respectful environment with appropriate community standards. The responsibility for reaching these goals rest equally with students and staff members alike.

## THOMAS UNIVERSITY STUDENT AFFAIRS STAFF

**The Dean of Students** is the full-time administrator at Thomas University who has responsibility for the overall operation and management of Residential Life and student support services, and enforcement of the University Code of Conduct. The Dean's responsibilities include establishing residential policies and programming, overseeing all housing staff and all aspects of on/off campus University housing, and maintaining a safe, secure, and healthy living environment.

**The Director of Residential Life and Housing** oversees all aspects of University housing and campus activities and organizations. This individual supervises Resident Directors and Resident Assistants, and provides leadership and direction for residential programming.

**The Resident Directors** are full-time live-in managers for University Housing. The Resident Directors monitor the conduct of residential students, enforce University and housing policies, conduct necessary facility inspections, and provide crisis and emergency support.

**The Resident Assistants** are community builders who live in assigned Thomas University Housing. They serve as the primary resource to the residents for information and assistance. RAs are full-time students trained to help with most situations that may arise. They are responsible for providing information and referrals to residents, providing educational programs, providing general help with residence matters, and overall support to all residential students.

## HOUSING POLICIES

### Residency Requirement

Arts and Sciences students classified academically as freshmen or sophomores, who are full time degree-seeking students are required to live in University housing.

Exceptions may be made for students who meet one or more of the following criteria:

- Currently reside in Thomas, Leon, Grady, Brooks, Colquitt, or Mitchell counties
- Taking only online coursework
- Active Military
- 21 years or older
- Transfer student with 30 + semester hours
- Married

Students wishing to request an exemption must complete the Request for Housing Exemption Form located on <https://www.thomasu.edu/student-life/campus-life/housing/> and submit it with supporting documentation to the Director of Residential Life and Housing.

### Eligibility

To be eligible for University housing, one must be enrolled as a full-time, degree-seeking student, through the School of Arts and Sciences. Students living in University housing (fall/spring) are required to maintain a full-time academic load while living in University housing. Residential students (fall/spring) who drop below the required full-time academic load during the course of an academic term will have their housing eligibility status reviewed and

possibly revoked. During summer semester, students residing in University housing must carry a minimum of ½ the full-time academic load.

### **Housing Assignment**

The Pinetree Residence Hall is reserved for Freshmen and new students.

The Magnolia Residence Halls are reserved for returning students.

Residence hall and apartment space may only be occupied by assigned students. Students may not sublet, assign, or share residence hall space with others.

Thomas University does not currently provide housing for married students or parents with children.

Under certain circumstances, residents may need to be placed in designated overflow housing. Residents who are assigned overflow housing will be notified by email of their overflow status and will be placed on a waiting list for non-overflow housing, based on availability.

### **Housing Agreement**

All residential students are bound by the terms and conditions of the Housing Agreement and the specific building guidelines/requirements. If you have any questions regarding the housing agreement, contact the Director of Residential Life and Housing. Please note that the Housing Agreement is for a period of one academic year, excluding Summer Semester.

### **Personal Property and Renters Insurance**

The University is not liable for damages to or theft/loss of individual property, for the failure or interruption of utilities, or injury to persons. Students must provide their own individual property insurance or make sure they are covered under their parent's homeowner's insurance policy. The University will not issue refunds for the failure or interruptions of utilities, or reimbursements for damage to individual property caused by the accidental discharge of any fire sprinkler. The University shall not be liable for any injuries or damages arising from the use of lofted or bunked beds, regardless of whether the University provides the bed.

### **Consolidation**

The Residential Life office reserves the right to move or reassign a student to other facilities, assign roommates, and combine vacancies by:

Requiring residents to move from single occupancy of double rooms to double occupancy or to require students occupying double rooms as a single to pay the pro-rated cost of the vacancy, combine vacancies by closing parts of or complete halls.

Requiring residents to move from one apartment to another or to require students occupying apartments with vacancies to split the cost of that vacancy, combine vacancies by closing parts of or complete apartments/floors.

### **Spring Buy Out**

During the spring semester, the Office of Residential Life may, at its sole discretion, allow a resident in a partially filled room to buy out the additional bed space in their double room. Requests may be made to the Director of Residence Life or designee.

### **Vacancies**

When vacancies occur, the University reserves the right to show rooms and assign new occupants to fill those vacancies. Residents of partially filled rooms should occupy only one set of furniture to accommodate a potential new roommate. The other furniture should be clear and ready for occupancy. A

student occupying two sets of furniture is subject to disciplinary action, including a fine, confiscation of property, or other measures as deemed appropriate by the Dean of Students.

In a partially filled room or apartment, the Office of Residential Life may, at its sole discretion, allow the resident to find a new roommate to fill the vacancy or assign a new roommate at any time without requiring current resident approval. When a new resident is assigned, the current occupant(s) are expected to welcome this person and treat them with respect. Failure to show respectful behavior by any current occupant of a room is considered a policy violation and subject to disciplinary action.

### **Housing Selection Process**

Freshmen and new students

Freshmen and new students are assigned to housing in Pinetree Hall on a first come, first served basis. Any freshmen or new students who request housing after Pinetree Hall is filled will be assigned a room in overflow housing.

### **Returning Students**

Current School of Arts & Sciences students can select their own housing for the following academic year by participating in Housing Selection each April.

**Phase 1:** During this phase, students will apply online by completing the Housing Application located in Hawklink, paying the Housing Reservation Fee, and signing the Housing Agreement. This phase also includes Roommate Selection, where all roommates must be chosen and confirmed before going on to room selection. The deadline to submit all required forms and fees is April 15.

**Phase 2:** The last phase of selection is room selection. Each roommate group (or student if going for a single) will receive an appointment time via their TU email account to attend Room Selection and pick the building and room of their choice for the following academic year. Appointments are scheduled based on students' year and class rank, with the rising senior with the highest class rank is granted the first selection, followed by the second highest, and so on until all rooms are accounted for. If demand for housing exceeds the number of available rooms, any remaining students will be assigned a room in overflow housing.

Failure to attend the Room Selection appointment will result in forfeiture of the student's position in the selection sequence and placement at the end of the cue.

### **Leave of Absence**

Students who take a "leave of absence" (academic, medical, or personal) will be required to move out of housing within 48 hours (about two days) once the student's leave has been approved and Residential Life receives confirmation.

### **Move In/Out Procedures**

A Residential Life staff member inspects the room/apartment before occupancy. Another inspection takes place when the room is vacated. Residents are responsible for any damage caused by them or their guests that takes place during their occupancy.

#### **Move In**

Upon move-in, each resident will receive instructions from their Resident Assistant on how to complete their Housing Check-In/Check-Out Form. All comments and edits must be submitted before the published deadline. The residents are responsible for notifying Residential Life within 48 hours (about

two days) of accessing their residence hall room or apartment of any pre-existing damages or concerns. Residents are responsible for reporting any pre-existing damages and/or issues to TU Residential Life (Resident Assistants, Resident Director, Director of Housing) within 48 hours of accessing their rooms. Failure to make a timely report will result in the current residents assuming responsibility for the damages and the corresponding fines.

To avoid being charged for damages upon move-out, it is important that each resident note anything needing repairs on this form. Additional inspections will occur during the residents' occupancy to ensure fire safety and adherence to University and/ or Residential Life policies.

### **Move Out**

Specific instructions for the end of the semester will be distributed to all residents before they move out. Failure to follow these guidelines will result in a minimum \$75 improper move-out fee. Fines will be assigned to the resident's account.

A Residential Life staff member must inspect a resident's room before moving out.

Upon move-out residents must leave their rooms "broom clean" and free of trash or other personal belongings/furniture.

All costs incurred by the University because of any repairs required to be made, any additional cleaning needed, and/or for removal of all individual property shall be apportioned equally to the residents, regardless of the responsibility or fault of any one resident for the same.

Failure to vacate your housing assignment within the allotted period shall result in a fine of \$50 per hour past the residence hall closing deadline.

Past the deadline of residence halls closing, the University shall not be responsible for student belongings and reserves the right to confiscate and dispose of such belongings at the student's expense.

### **Early Move In**

Only students who receive prior written approval from the Office of Residential Life may move in before the scheduled move-in dates on the University calendar.

#### **Eligibility**

- Athletic team commitment (official request from the Office of Athletics required)
- Employment or internship through the University (official request from the department or office required)
- Individual extenuating circumstances (formal request with supporting documentation required)
- Requests should be communicated via email to the Director of Residential Life and Housing or designee.
- All requests for early move-in must be received and approved by the Office of Residential Life no later than three weeks before the intended move in date.

Students who move in early must adhere to all academic break housing policies outlined by the Office of Residential Life. Students will be subject to pay a daily room rate (based on the student's room type) for each night prior to official move-in dates. Students trying to move in early without prior approval will be required to vacate immediately, billed the daily room rate for any time that they occupied a room, and may be subject to loss of housing.



## Late Check Out

While all residents are expected to vacate their rooms by the designated date and time, under certain circumstances late check-out may be permitted with the permission of the Director of Housing or the Dean of Students. Situations check out extensions are may be granted include, but are not limited to:

- Student-athletes who are engaged in post-season competition.
- International residents who have a flight itinerary that begins after the standard deadline for check-out. (NOTE: The resident must have made good faith efforts to arrange travel before the standard deadline for check-out as determined by the Director of Housing or the Dean of Students.)
- Student employees for TU Housing (e.g. Resident Assistants), work-study students, or other students employed by Thomas University as part of their work obligations.
- Students who because of medical reasons require additional time to check out.
- Students who because of academic reasons require additional time to check out.
- Other exceptional circumstances as determined by the Director of Housing or the Dean of Students.

All requests for late check-out must be sent to the Director of Housing or the Dean of Students no later than the close of business on the Monday of exam week. Requests for late check-out submitted after the deadline are subject to denial.

Requests for late check out must be submitted in writing and include the following:

- Name:
- Student ID:
- Room Number:
- Building:
- Email Address:
- Phone Number:
- Current Expected Check-Out Date
- Requested Late Check-Out Date:
- Reason for Late Check-Out (please be specific)

NOTE: Requests that do not contain the information specified above will not be considered for approval until the missing information is included.

Residents may opt to submit the late check-out request form located on the Thomas University website. All approval or denials will be issued to the resident via their Thomas University email. Any request for reconsideration may be appealed in writing to the Dean of Students.

Student-athletes: Residents who are student-athletes may be considered for late check-out if they are engaged in post-season competition. The coaches of the sports in question must submit a roster of those students involved in post-season competition and the dates of the competitions that would require their athletes to remain in the residence halls. Please note that residents must still fill out the request for late check-out by the appointed deadline and include the required information. Failure to follow late check-out procedures will result in a late check-out fine as indicated in the housing policies outlined in the Student Handbook.

Should post-season play end earlier than the anticipated date, it is the student-athlete's responsibility to contact the Resident Director for their residence hall to arrange check-out. Student-athletes who fail to have a TU Housing

representative check them out will be fined for improper check-out. The fine will be added to the student's account.

All residents approved for late check-out must plan with either their Resident Assistant or the Residence Director for a check-out appointment. Residents cannot check themselves out, nor should they depart without first going through the proper procedure with a representative of TU Housing. Failure to follow proper check-out procedures will result in an improper check-out fine added to the student's account.

### **Room Change Process**

Students may not change rooms without approval from the Office of Residential Life. Room change requests cannot be processed or completed until 14 days (about two weeks) after the first day of classes of each semester. Room changes are limited by available spaces and cannot be guaranteed.

To start the room, change process, students must meet with their Resident Assistant (RA) to discuss the issues they are experiencing. The RA will then direct the student to the next steps in the process.

It is the discretion and responsibility of the student who starts the room change to inform their roommate(s) that they would like to move out. Students will need to complete a Room Change Request form and have it approved prior to changing rooms. Students approved for a room change must move within 48 hours (about two days) of receiving approval unless otherwise scheduled by the Office of Residential Life.

A completed room change process entails scheduling a check out from the originally assigned room with the Resident Assistant and returning the room key to the Resident Assistant after all items have been moved from the originally assigned room. Damage inventory and furniture inventory will be documented at the time of the checkout with the Resident Assistant. The student initiating and completing the room change is responsible for damage and missing furniture from the original room.

Students moving bedrooms within their originally assigned apartment (applies to Magnolia residents) must notify their Resident Assistant and complete the room change process.

Students who do not follow the room change procedure will be charged a \$75 improper move-out fee and may be subject to disciplinary action.

### **Temporary Relocation**

The University has the right to temporarily move a resident to comparable housing for a variety of reasons, including:

- If repairs or improvements need to be made to a room, hall, or property and the repair or improvement cannot be made unless the resident is moved. The resident may be moved during the time needed to make the repair/improvement or until the work is complete.
- A student who is considered unsafe in their originally assigned room by the Residential Life office may be temporarily moved to an emergency space. The relocated student may stay in their temporary location space for 24 hours maximum. Emergency spaces used for temporary relocation are subject to availability.

### **Service & Emotional Support Animals**

To keep a service or support animal in college housing, a student must have



prior written consent from the Office of Disability Services.

ESAs cannot be in residence halls until Disability Services approves them. Failure to adhere to this directive will lead to disciplinary action, including loss of ESA privileges and Housing.

### **Key Use and Lockouts**

Each resident listed on the Housing Agreement is provided with a room access card/fob, a room key, and mailbox key when they check in at the facility. The access card/fob will open the building entry doors, and the key/card will allow room access.

For safety reasons, additional keys cannot be dispensed (except in cases of documented loss.) It is unlawful to make duplicate keys from the original. Students should lock their doors for their own safety and security and should not leave their keys unattended.

Students locked out of their rooms should contact the Resident Assistant on duty or Resident Director to be allowed into their room. Students will be charged a \$10 fee per lockout. This fee will appear on their student account.

Lost or stolen keys should be immediately reported to the Resident Assistant or the Resident Director, who will initiate the replacement process. Refer to the schedule of fees/fines for the cost of replacing lost or keys, fobs, or cards

### **Break Housing**

Breaks include Fall, Thanksgiving, Winter, and Spring. Residence halls stay open during Fall, Thanksgiving, and Spring Break periods. Residence halls are closed for the Winter Break period. Please be aware that residence hall staffing and services may be either limited or unavailable during the break periods. The Office of Residence Life will make residents aware of the status of resident hall services via the TU Housing email and/or through announcements on Canvas.

### **Requirements for Break Housing**

Only residents who receive prior written approval from Residential Life may remain in housing during any break period where residence halls are closed. Non-residents are not eligible for break housing.

Eligibility for break housing includes:

- Athletic team commitment (official request from the Office of Athletics required)
- Employment or internship through the University (official request from the department or office required)
- Individual extenuating circumstances (formal request with supporting documentation required)
- Requests should be communicated via email to the Director of Residential Life and Housing or designee.

Residents must apply for break housing prior to the announced deadlines to be eligible. Students who apply after the deadline or otherwise fail to follow procedures for requesting break housing cannot be guaranteed accommodation. Residents who stay in University housing over a break will have to adhere to all housing policies outlined by the Office of Residential Life.

## **Damages**

### *Apartment/Room*

Damages other than normal wear and tear will be assessed to the resident(s). If two or more people occupy the same room, and it cannot be decided who is responsible for the loss or damage, the assessment and/or disciplinary action shall be shared equally among those assigned to the space.

Charges for moving furniture back to its proper location or for the replacement furnishings costs will be assessed against the resident responsible.

Students must report any information regarding specific acts of vandalism or damage (including accidental damage) to Residential Life staff.

- Residents cannot paint, damage, or otherwise alter the private or public spaces of the facility or property.
- Residents must keep the exterior of facilities (including porches, lawns, etc.) free of garbage, unapproved furniture, and flammable liquids and gases.
- Residents are prohibited from causing unnecessary garbage or debris in the hallways, public spaces, egresses, etc.
- As residents check out of their spaces, damage inspections will occur using the Room Inventory as guidance.
- Residents are prohibited from repairing or trying to repair damage.

### *Common Spaces*

All residents share the responsibility for the upkeep and damage of any common area spaces-building wide, on floors/wings, in stairwells/elevators, lounges, kitchens, bathrooms, and laundry rooms.

As such, damages are charged to all residents responsible for the common area. The Office of Residence Life asks students to report information leading to the proper individual(s) responsible for damage and encourages students to take responsibility for the damage in which they, themselves, were involved.

Residents may report damage to their Resident Assistant, the Resident Director, or the Office of Residence Life.

Damage that cannot be assessed to the proper individual(s) will be divided equally among the residents of the hall, floor, or wing, as applicable.

Common area damages may not be appealed unless the specific resident(s) responsible for the damage(s) accepts responsibility.

Final determination of all damages will be decided by a Residential Life staff member after the room's final inspection. Charges are made based on estimated replacement costs of existing University property along with estimated labor charges.

## **Damage Appeal Process**

Appeals of any charges assessed for repair, cleaning, or removal of personal belongings shall be filed in writing no less than ten (10) business days from the date said bills are sent to the resident. Thereafter, any right to appeal is waived. Appeals may be sent to the Director of Residence Life or designee.

Residents will be notified of any damage charges assessed via their TU email after their move-out date. In that email, they will also be notified of how to complete a damage appeal.

Any resident who vacates their room without completing the proper checkout procedure waives the right to appeal any damage charges assessed.

## **Room Care and Maintenance**

If a resident's room or another area in residential housing needs maintenance or repair, contact the respective Resident Assistant or Resident Director. A service request will be submitted to Thomas University maintenance to address the issue.

## **RESIDENTIAL LIFE POLICIES**

Residence Life Policies and the University Housing Agreement govern all residential students. The Office of Residential Life reserves the right to hold residents accountable for not adhering to these policies, which may include moving a resident out of the room or terminating residency. In such disciplinary cases, the resident will forfeit any room deposit.

### **Residential Living Standards**

Students must maintain their rooms and common areas in a clean and healthy condition that meets the Office of Residential Life standards.

The following conditions must be met to maintain a clean environment:

- Residents must not create a condition where insects, rodents, or other pests become present.
  - ◊ Some examples include failure to properly dispose of food waste, poor food storage, etc.
  - ◊ Residents must empty and clean refrigerators prior to going on break and as part of the move-out procedure.
- Residents should not place/throw their trash near or on any doors, windows, balconies, porches, in the hall, etc.
- Students should properly sweep, throw, or dispose of their waste in a trash can.
- To avoid mildew growth, preventing excessive moisture build-up in your room/ common area is important.

You should notify the Resident Assistant on duty or Residence Director immediately upon discovering any water leakage from the roof, a pipe, or other hall part.

To prevent moisture build-up, you should:

- Use proper climate control in your room/common area to prevent mildew growth.
- Not tamper with pre-set lower and upper limits on the air-conditioning units. This includes, but is not limited to, placing heating objects near, on, or under the unit to get it to "kick on."
- Not block any heating, ventilation, or air-conditioning ducts.
- Hang wet towels or clothing up to dry.

### **Residence Hall Safety**

Propping doors and/or pulling/forcing exterior doors is prohibited.

Residents must not open doors or allow entry into residence halls to individuals who do not have an entrance key/ID.

Residents should always carry their IDs and keys on them and should not leave their keys in exterior or interior doors.

Residents must meet any delivery personnel at the entrance of their building.

Residents may not enter or exit residence halls through designated fire doors. Violators of this policy will be subject to disciplinary action, with the possibility of immediate termination of their Housing Agreement.

Residents living in residence halls are expected to adhere to the guidelines listed in this document. Residents who fail to follow the guidelines will go through an accountability process with the Office of Residential Life and may also be referred for disciplinary action.

## **Fire Safety**

To protect the personal well-being and safety of the community, the Office of Residential Life strictly enforces all fire safety regulations. Violation of these regulations may result in a fine and immediate removal from residence halls.

### **Drills/Alarms**

When a building alarm sounds, all students must vacate the residence hall. Rooms may be inspected by Campus Safety, Residential Life, and Thomasville Emergency personnel.

No one may re-enter the hall until the Chief Fire Official present has secured the building and given permission to enter the building.

Scheduled fire drills with the Thomasville Fire Department and Residential Life will occur twice a year.

Students should treat all fire alarms as if they are real. If a student is found not to have exited a building, they may be subject to fines and disciplinary action.

### **Equipment**

Propping doors is a violation of fire safety and students who prop doors open will be subject to disciplinary action and a \$50 fine.

Residents responsible for false alarms, either through negligence, vandalism, or a prank, are subject to removal from housing, a fine imposed by Residential Life, disciplinary action, a fine imposed by the Fire Department, and applicable expenses such as clean up, recharging a fire extinguisher, etc.

No resident may disengage or reset any alarm annunciator panel or tamper with and/or misuse any fire safety equipment, including alarms, alarm covers, hoses, and extinguishers. This is considered a felony offense, and all reported cases of misuse may be reported to the Thomasville Police and Fire Departments.

### **Smoke Detectors**

Resident rooms are equipped with individual smoke detectors and sprinklers. Hot air, smoke, or aerosols directed toward the smoke detector may set off the alarm. Residents who activate or hear a smoke detector going off in a residence hall room, must immediately contact the Resident Assistant on duty or the Residence Director.

To ensure that the smoke detectors are appropriately used and serve the designed function, residents may not dismantle or otherwise tamper with them. Residents may not hang items from the smoke detectors or sprinkler heads. Covering the smoke detectors or sprinkler heads with any type of cloth, cardboard, plastic, or other material, decorative or otherwise, is prohibited. Smoke detectors are smoke sensitive; this includes burned popcorn, cigarette smoke, incense, vapor, etc. If the smoke detector in a room should sound, residents should immediately contact Resident Assistant on duty or the Residence Director.

Anyone found responsible for misusing or tampering with smoke detectors may be assessed a fine and the cost of repair and/or replacement, in addition to being subject to disciplinary action. If a smoke detector in a student room has been tampered with, the room occupants(s), whether present at the time or not, will assume responsibility if no other individual is found to be responsible.

### **Guests**

A guest is defined as a non-TU affiliated person or TU student not living within a particular room/building. Residents can have guests visit them in residence halls according to the following guidelines:

Guests are prohibited unless all roommates/suitemates consent to them being there.

Guests under 16 years of age must always be accompanied by a parent/guardian.

A student host is responsible for and may be held accountable for their guest's actions while on campus.

Guests must be escorted by their student host and are expected to abide by all campus policies.

The maximum number of individuals allowed in a room/apartment should not exceed double the number of beds in the room/apartment. These occupancy rules include both guests and residents who occupy the space.

For example, in Magnolia, there may be no more than eight individuals present in the apartment.

In a Pinetree double room, there may be no more than four individuals present in the room.

### **Overnight Guests**

Residents may have overnight guests, but they must first seek approval via email from their residence Director at least 48 hours (about two days) in advance. All roommates/suitemates must consent to an overnight guest.

Host residents may not have overnight guests for more than two (2) consecutive nights and in a seven (7) day period. An individual guest may spend no more than nine (9) nights per month within any residential facility.

No guest under 16 years of age is permitted to stay overnight in a residential facility.

The Office Residential Life reserves the right to limit the number and frequency of overnight guests. Coaches who wish to have an athlete-recruit stay with residents must receive the approval of the Office of Residence Life and the Director of Athletics prior to the scheduled recruit visit.

### **Noise**

The Office of Residential Life insists that all students exercise responsibility, thoughtfulness, and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical. Courtesy hours are in effect 24 hours a day in ALL college housing. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also mean showing courtesy to fellow residents by acknowledging requests made for sleep or study.

Minimum quiet hours have been set between 10 p.m. – 8 a.m. during the week

(Sunday through Thursday) and midnight – 10 a.m. on the weekends (Friday-Saturday).

24-hour quiet hours will be in effect during all final exam periods.

### **Decorations**

Residents can decorate their room in any way that does not permanently alter it (i.e., posters, rugs, plants, etc.). Residents may not mount TVs.

Fire safety equipment must remain intact and unobstructed at all times. Residents may hang decorations using only 3M removable tape or strips that remove without damaging walls. Pins, nails, two-sided foam tape, and all other fasteners that damage paint and/or drywall are not permitted.

Residents are prohibited from dismantling any University furniture, attaching anything permanently to the walls, ceiling, and doors; or painting walls, baseboards, trim furnishings, doors, or anything metal.

Residents are prohibited from changing their room in any way, including installing wallpaper, wallpaper borders, or contact paper on walls or fixtures. Residents may not use adhesive LED strip lights on any University-owned property, including walls or furniture.

Alcohol containers and paraphernalia are prohibited as decoration. Drug paraphernalia is not permitted as decoration.

### **Windows**

Signs, posters, flags, and other items may not be hung inside or outside residence hall windows.

Alcohol beverage containers, signs, posters, flags, etc., that can be seen from outside the building are not allowed on residence hall windows/sills.

### **Doors**

Room doors may be decorated, but room numbers must remain visible.

Pins and nails are not to be used on doors or door frames.

Decorations cannot block door access or egress for fire safety.

### **Ceilings**

Per the fire safety code, residents are not allowed to hang any items from the ceiling, and a 6-inch gap must remain between the ceiling and the first item hung on the wall. Residents cannot hang anything from ceiling pipes or electrical conduits.

### **Common Spaces**

Decorations cannot be put in common spaces without permission from the Office of Residential Life.

### **Pets**

Pets are not permitted in residence halls.

If a Resident has a pet, the student will have an initial fee of \$75 assessed. Residential Life will assess an added \$75 per day fee if the resident does not immediately remove the pet, and the resident will be subject to disciplinary action.

Hosting residents will be held accountable if a guest brings a pet inside the residence hall.

### **Postings and Bulletin Boards**

Signage (signs, posters, etc.) can only be placed in approved areas as decided

by the Office of Residential Life. Unauthorized postings will be removed and discarded.

### **Bicycle Storage**

Bicycles are permitted on campus and a bicycle rack is provided. The Residence Life staff may remove bikes that appear abandoned. Please remember that for fire safety, space and maintenance issues, students are discouraged from keeping their bicycles in their rooms or in hallways.

### **Parking**

Upon check-in, residents bringing a car on campus will be issued a parking decal authorizing them to park in the appropriate parking spaces designated on each campus. The decals must be placed in the lower left windshield in plain view. The fee for the decal is \$25.00 per year. Lost, damaged, or destroyed decals will be replaced at a charge of \$25.00. Residents must report to the Office of Residence Life any change in car or major change in car appearance (e.g., new car color) so that the car decal record may remain up to date. Residents found parking in unauthorized or reserved spaces will be fined \$250.00 per incident, which will be added to their student accounts. Violators also are subject to having their vehicles towed and/or subsequent disciplinary action taken.

### **Wi-Fi Internet Access**

Wi-Fi access points are located throughout Pinetree Residence Hall and an access point is installed in each quad in the Magnolia Residence Halls. For Wi-Fi access, contact a member of the Residential Life staff.

### **Solicitation**

Door-to-door solicitation in University Housing is strictly prohibited. If a resident is approached in a residence hall by a salesperson, the resident should immediately report the incident to the Resident Assistant, Resident Director, or Dean of Students.

### **Meal Plans**

All students residing in Pinetree Hall and overflow housing must have a meal plan. Meal plan rates can be found here. Students residing in the Magnolia Residence Halls are not required to have a meal plan, as those units have a kitchen in each quad.

### **Prohibited Activities**

#### *Hall Sports*

Residents may not play sports in residence halls, including running down the hallway, throwing a ball in the common space, kicking a ball, etc.

#### *Facility Misuse*

Facilities misuse or damages: students are prohibited from intentionally damaging or misusing residence hall facilities in ways including but not limited to:

- Removing screens from windows and/or using the window as a point of entry or exit
- Adhering items in such a way as to damage walls, furniture, or woodwork.
- Making structural modifications to any room
- Tampering with electrical wiring and attaching power strips or extension cords to walls or ceiling
- Collecting excessive garbage inside or around residence areas
- Leaving sporting equipment or other unapproved items outside of your residence hall door
- Disposing of personal trash in a bathroom or laundry room trash can
- Removing furnishings provided by the college from rooms or common areas



- (lounges) or use of any furniture contrary to a designated use
- Using social lounges for personal storage or to the exclusion of other residents
- Entering onto or otherwise occupying roofs
- Sleeping in or on facilities/quarters not designed for that purpose

### **General Hazards**

Bicycles, skateboards, hoverboards, scooters, skates, and any other such devices are prohibited from use in a residence hall.

If a resident needs a mobility aid, such as a motorized scooter, Residential Life cannot guarantee space within the resident's individually assigned residential space for storage of said device unless that is part of the resident's accommodation. The Office of Disability Services decides reasonable accommodations and may require substantiating documentation of a medical need for requested accommodations.

Bicycles and scooters for recreational use, must be kept in student rooms or on college-provided bike racks. Bicycles and scooters stored or locked in public areas such as stairwells, hallways, lounges, etc. will be removed and stored at the owner's expense for 30 days (about four and a half weeks). If the bicycle is not claimed after 30 days (about four and a half weeks), it will be donated to charity.

Bicycles or scooters left on bike racks at the end of the academic year will be removed and stored at the owner's expense for 30 days (about four and a half weeks). If bicycles are not claimed by the owner within 30 days (about four and a half weeks), they will be considered abandoned and donated to charity.

### **Thermostats**

Residents are prohibited from tampering with pre-set lower and upper limits on the air-conditioning units, burning, or otherwise damaging thermostats. If a damaged thermostat is in a residence hall room or apartment, all residents of the apartment may be billed for the damages and subject to disciplinary action. Damaging, burning, or tampering with the HVAC thermostat is a violation of University policy and a safety issue. Tampering with the thermostat may lead to fines of more than \$100, disciplinary action, and loss of housing. Failure to report damage to the thermostat may also be a violation of policy, leading to the above-listed outcomes.

Report any thermostat damage to the Residence Director immediately.

### **Prohibited Areas**

For safety concerns, students are not allowed on any roof of any campus building and are not permitted to do any renovations, construction, or modifications to any buildings or surrounding grounds without prior approval from the Residential Life and Facilities Services offices. This policy also applies to residential organizations of the University.

### **Prohibited Items**

#### **Fire Safety**

Only extension cords with integrated UL approved over current protection (surge protector) are permitted for use within residence halls. All other types of extension cords are prohibited.

Power tools and electrical kitchen appliances, including popcorn poppers, hot plates, toasters/ovens, indoor grills (such as a George Foreman), air-fryers, and rice cookers, etc., are prohibited in any traditional residence hall room/apartment bedroom.

Magnolia residents can have electrical kitchen appliances in their kitchens. All electrical appliances and equipment brought into university housing must be tested and listed by an approved agency. These include Factory Mutual (FM), American National Standards Institute (ANSI), and Underwriter's Laboratory (UL). Approved devices are designated with the agency's label.

Devices using an open flame-such as candles, camping stoves, grills, fondue pots, incense, and gas lanterns, are prohibited in or around all residence halls. Charcoal grills are provided on campus in designated areas.

Halogen floor lamps are prohibited as they pose a serious fire safety concern due to the intense heat generated by the high-wattage bulb.

Decorations, including holiday trees/branches, should be made of material that is not flammable.

Only artificial holiday trees are permitted in residence halls due to fire safety. Flammable liquids, including gasoline, turpentine, oil-based paints, etc., are prohibited.

Hoverboards, self-balancing scooters, battery-operated scooters, electric-powered skateboards, and similar devices are prohibited from being stored within residence halls.

### ***Weapons***

The possession, use, and/or sale of any weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device identified as a weapon is not permitted in residence halls. Please refer to the Guide to Community Standards for the full weapons policy.

### ***Drugs***

Thomas University is committed to establishing and maintaining a drug-free campus. The unlawful manufacture, distribution, dispensation, possession and/or use of any illegal drug or paraphernalia is strictly prohibited in all areas of Thomas University. This policy extends to all facilities that are leased by the University for residential purposes. The possession and/or use of narcotics or drugs other than those medically prescribed, properly used, properly secured, and in the original container (hereafter: Drugs) is prohibited in residence halls. If illegal drugs of any variety are found on student housing property, all residents of the apartment or room will be removed from housing immediately and subject to University disciplinary action as well as possible referral to local, state, and/or federal law enforcement agencies.

Due to federal law, medical marijuana is not permitted to be used or stored in residence halls.

### ***Alcohol***

It is unlawful for any person under the age of 21 years to have in his/her possession any alcoholic beverages in either public or private spaces. Thomas University policy further prohibits the possession, distribution, consumption, or sale of alcoholic beverages on campus or at University functions. For these reasons, alcoholic beverages are strictly prohibited in and around the Thomas University Residence Halls or other facilities leased by the University that serves in a residential capacity. Thomas University has a "zero tolerance" alcohol policy and the first violation of this policy shall be immediate grounds for University disciplinary sanctions.

### ***General Hazards***

- Doorbells or security cameras not installed by the University are prohibited.
- Radio antennas or satellite dishes are prohibited.

- Traditional darts and dartboards are prohibited. However, magnetic dartboards are permitted.
- Water beds and other liquid-filled furniture, including tanks and hot tubs, are prohibited.
- Musical amplifiers may be stored in residence hall rooms but may not be used in residence hall rooms.
- Drums or drum sets are prohibited in residence hall rooms.

### **Accountability Process**

Residents who violate the policies in the Housing Guide may be referred to an Educational Meeting with Residential Life staff. Severe or repeated violations of Housing Guide policies will result in referral to the Dean of Students.

### **Educational Intervention**

An Educational Intervention (EI) is a conversation between a resident and a Residential Life staff member regarding violations of the Housing Guide. Residents will be notified of an EI via their TU email and will be expected to attend.

During the EI, the assigned Residential Life staff member will have an educational conversation with the resident regarding the violation and, if necessary, refer the resident to other campus resources.

Residents will be emailed a follow-up letter after the EI, outlining what was discussed, referral to resources, and that future issues may result in formal disciplinary action.

Residents who do not attend an EI will receive a follow-up letter and will be responsible for following the instructions outlined.

EIs are not part of a student's disciplinary record with the University.

### **Health and Safety Inspections**

The purpose of Health and Safety Inspections is to ensure student rooms and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community.

Health and Safety Inspections consist of a Residential Life staff member checking every residence hall room for potential health and safety violations. Residential Life staff will post signs telling the date of these inspections at least 24 hours in advance. However, Residential Life staff may conduct Health and Safety Inspections if the resident is not present.

### **Right to Entry**

Under the following circumstances, the University reserves the right to enter residents' rooms for administrative purposes.

- The overall well-being and order of the residential community is thought to be in jeopardy.
- Completion of a work order for a room repair
- Danger, including floods, fire, and life-threatening situations, are thought to be occurring or imminent.
- The occupant cannot be found for an extended period (a search for this purpose will solely be to enter the room and look for the occupant).
- It is necessary to inspect a vacant/unoccupied part of a room/apartment to prepare it for occupancy.
- A resident is believed to be using their assigned space inconsistent with the housing agreement or other college policies.

## **Room Search**

The Housing Agreement allows University officials to search a student's room. The Dean of Students or the Director of Residential Life and Housing, or a designee may authorize a search of a student's room in a residence hall by members of the University to determine compliance with federal, state, and local criminal law or University policy where there is a reasonable basis to believe that a violation has occurred or is taking place.

The Dean of Students, Director of Residential Life and Housing, or designee shall authorize a room search in writing.

The resident(s) involved will receive written notice within seven (7) days after the search. At the time of the search, the University official must say the reason for the search.

Any search authorization may be reviewed by the Dean of Students upon the request of the involved student(s).

The purpose of such review is:

- To decide that the individual's rights were observed
- To assure that the authorization was well-founded

If the Dean of Students decides that the authorization was improper, then nothing uncovered or seized during the search shall be used as evidence in the student conduct process. However, stolen property will be returned to its rightful owner(s).

When a search of a resident's room has been authorized, it should be done in the presence of that resident or the students in question whenever possible. In the students' absence, a note will be left inside the room, informing them of the search and directing them to contact the Dean of Students immediately upon their return.

Two members of the Residential Life staff will conduct the search. If a violation of Georgia State law or Federal law is found during the search, the police or other proper governmental agency may be contacted.

## **Fees/Fines**

Residential students may be subject to fees associated with living in a residence hall listed below, but not limited to:

Early move-in/break housing: cost decided by dates  
Failure to move out by housing closing deadline-\$50 per hour  
Missing a residence hall meeting without authorization-\$20 per missed meeting  
Improper move-out: \$75  
Late Move-out (after deadline): \$50 per hour accrued on the quarter hour after the first hour  
Lost key fob/card: \$100 per incident  
Lockout: \$10 per incident

Fines may be assessed for policy violations listed below, but not limited to:

Damages room/common spaces: cost determined by damage  
Door propping: \$50 per incident  
Fire Safety: \$100 per incident  
Pets: \$75 initial fee and \$75 fee per day that the pet remains in the residence halls  
Parking in non-designated areas: \$250 per incident  
Littering/improper disposal of trash: \$75 per incident

Damaged, Lost, or Destroyed Parking Decal: \$25 replacement fee  
Note: Fees and fines may differ for students residing in temporary overflow housing leased by the University.

The Housing Guide will be reviewed on an ongoing basis in consultation with the appropriate stakeholders and decision-makers. Students are expected to review the Guide to keep current with policy updates regularly. The University reserves the right to make necessary changes to the Guide.