

THOMAS
UNIVERSITY 

**Guide to Housing
& Residential Life**



Thomas University Guide to Housing and Residential Life

RESIDENTIAL LIFE

MISSION

It is the mission of Thomas University Residence Life to promote quality living and an environment conducive to the learning experience for our students.

To that end, Thomas University supports interactions that promote awareness and understanding of the rich and meaningful relationships that exist within and outside the University community. We encourage acceptance and appreciation of all individuals, and 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 residents, faculty, and staff 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 residents feel safe, respected, and accepted as a part of the Thomas University community

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 actively 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, 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 residents and staff members alike.

THOMAS UNIVERSITY STUDENT AFFAIRS STAFF

As a unit of Student Life, Thomas University Residence Life administration and staff consist of the following personnel:

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 Dean of Students also serves as an advocate for residents and Residence Life staff in affairs related to housing and residence life.

The Director of Residential Life and Housing oversees all day-to-day 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. These functions may also be assumed by the Dean of Students as necessary.

The Resident Directors are full-time live-in managers for University Housing. The Resident Directors monitor the conduct of residents, enforce University and housing policies, conduct necessary facility inspections, and provide crisis and emergency support. They supervise, evaluate, and support the Resident Assistants assigned to them and ensure an optimal quality of life in their respective residence communities.

The Resident Assistants are community-builders who live in assigned Thomas University Housing. Resident Assistants report to their assigned Resident Director, and 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 incoming freshmen are required to live in the residence halls, space permitting.

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
- Demonstrates a medical/psychological condition that would prohibit them from living in housing. The medical/psychological condition must be documented by a trained and certified medical professional (Doctor, Psychiatrist, Psychologist, etc.)

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 Dean of Students, who will determine approval.

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. Residents living in University housing (fall/spring) are required to maintain a full-time academic load while living in University housing. Residents (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

Occupancy of the Pinetree and Magnolia Residence Communities, as well as any University-affiliated supplemental housing, will be assigned by Thomas University Residence Life.

Residence hall space may only be occupied by assigned students. Residents may not sublet, assign, or share residence hall space with others. Residents engaging in such activities may be dismissed from TU Housing.

With the exception of the Residence Directors, 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 prospective residents must complete the Housing Agreement found in Hawklink and pay the \$300 non-refundable fee to be considered for University Housing. All residents are bound by the terms and conditions of the Housing Agreement and the specific building guidelines/requirements so residents are encouraged to read the Agreement carefully. Questions regarding the Housing Agreement should be directed to 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 (including wifi), or injury to persons. Students must provide their own individual property insurance or make sure they are covered under their parents'/guardians' 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 complete halls.

Requiring residents to move from one room/quad to another or to require residents occupying rooms/quads with vacancies to split the cost of that vacancy, combine vacancies by closing parts of or complete quads/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 resident occupying two sets of furniture is subject to disciplinary action, including but not limited to a fine, confiscation of property, or other measures as deemed appropriate by the Dean of Students.

In a partially filled room or apartment, Thomas University 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

Admitted and returning students are assigned to housing in Magnolia and Pinetree Communities on a first-come, first-served basis upon the completion of the Housing Agreement located in HawkLink and the remittance of the non-refundable Housing Application Fee. Incomplete applications will not be considered. Students will be notified during the summer of their room assignments and roommates before their arrival on campus for orientation.

Leave of Absence

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

Move In/Out Procedures

A Residential Life staff member inspects the room/quad before occupancy. Another inspection takes place when the room is vacated. Residents are responsible for any damage caused by the resident(s) or their guests 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. All comments and edits must be submitted before the published deadline.

The residents are responsible for notifying Residential Life personnel, typically their Resident Assistant or Resident Director, within 48 hours of accessing their residence hall room or quad of any pre-existing damages or concerns. Residents are responsible for reporting any pre-existing damage and/or issues to their Resident Assistant or Resident Director 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 even if they did not cause the original issues.

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. Broom clean includes, but is not limited to:

- *All floors should be swept/mopped clean as appropriate.
- *All surfaces should be cleared of resident's possessions and cleaned.
- *All drawers and closets should be cleared of belongings and left reasonably cleaned (swept/wiped clean).
- *Bathroom sinks, toilets, and showers should be cleaned.
- *Refrigerators should be cleaned out. All foods removed and shelves wiped.
- *Microwave and conventional ovens should be cleaned out.
- *Trash cans should be emptied.
- *Furniture should be returned to original positions, if moved.
- *All personal belongings should be removed from the room.
- *Any other requirements indicated by Residence Life Staff.

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. The charges will be added to the residents' accounts.

Failure to vacate a resident's housing assignment within the allotted period shall result in a fine of \$50 per hour or portion thereof past the residence hall closing deadline.

During times when the residence halls are closed, no resident may stay past the date of closure without the express permission of Thomas University Residence Life. Residents who have been granted exceptions understand that no services will be offered and that the residents assume all liability for their safety and well-being.

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 residents 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.

Residents who move in early must adhere to all academic break housing policies outlined by the Office of Residential Life. Residents 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. Residents 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.

It is the resident's responsibility to arrange transportation and arrival to the residence halls during regular business hours. Residence staff will not perform check-in outside of regular working hours (Monday-Friday 9:00 am -5:00 pm).

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 where checkout extensions 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 Residence Life and Housing or the Dean of Students. The resident must notify the Director of Housing or the Dean of Students in writing prior to the close of the residence halls.)
- 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.
- Residents who, because of medical reasons, require additional time to check out. These residents must notify their Resident Director of their circumstances.
- Residents who, because of academic reasons, require additional time to check out.
- Other exceptional circumstances as determined by the Director of Residence Life and Housing or the Dean of Students.

All requests for late check-out must be sent to the Director of Residence Life and 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.

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 resident'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

Residents may not change rooms without approval from their Resident Director. Room change requests cannot be processed or completed until 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, residents 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 resident who starts the room change to inform their roommate(s) that they would like to move out. Residents will need to complete a Room Change Request form and have it approved prior to changing rooms. Residents approved for a room change must move within 48 hours of receiving approval unless otherwise scheduled by the Resident Director. NOTE: All roommates involved (old room/new room) must approve of the proposed roommate/change request for it to be valid.

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 resident initiating and completing the room change is responsible for damage and missing furniture from the original room.

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

Residents 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 resident who is considered unsafe in their originally assigned room by Residence Life may be temporarily moved to an emergency space. The relocated resident may stay in their temporary location space for a period determined by Residence Life. Emergency spaces used for temporary relocation are subject to availability.

Service & Emotional Support Animals

To keep a service or emotional support animal (ESA) in TU Housing, a resident must have prior written consent from the Office of Disability Services. The resident must provide a written copy of the consent to the Director of Housing or designee.

Residents granted permission to have an ESA must notify their Resident Director and Resident Assistant.

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.

Non-ESA pets are prohibited in university 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. Residents should lock their doors for their own safety and security and should not leave their keys unattended.

Residents 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 \$20 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—including dining—may be either limited or unavailable during the break periods. Thomas University 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

Quad/Room

Damages other than normal wear and tear will be assessed to the resident(s) occupying a room/quad, unless circumstances indicate otherwise. 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. Residents are reminded that they are liable for the conduct of any guests invited into a room/quad.

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

Residents 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.
- Hang wet towels or clothing up to dry.
- 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 may contact their Resident Assistant or Resident Director for a copy of the Room Inventory.
- 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. Thomas University 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 Thomas University 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 unless otherwise indicated.

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, the resident will contact the respective Resident Assistant or Resident Director. A service request will be submitted to Thomas University Facilities to address the issue.

RESIDENTIAL LIFE POLICIES

Residence Life Policies and the University Housing Agreement govern all residential students. Thomas University 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 or remaining housing fee for that semester.

Immunization Policy

Thomas University requires a record of immunization for students taking one or more classes on campus. Resident students will not be permitted to move in to a residence hall without a record of immunization on file.

Measles, mumps, and rubella varicella, tetanus-diphtheria, and hepatitis B immunizations are required. Meningitis vaccinations are strongly recommended. Georgia law requires that you receive a meningitis vaccination or waive this immunization.

Students failing to submit necessary documentation may be prohibited from entering campus until such paperwork is received. The record of immunization will be kept on file and will be valid throughout the tenure of the student's enrollment. This policy is in place to ensure that students are protected against communicable diseases that are preventable and to reduce the likelihood of an epidemic or threatened epidemic on the Thomas University campus.

Return the Certificate of Immunization to: Student Life, Thomas University, 1501 Millpond Road, Thomasville, GA 31792, or email to immunization@thomasu.edu.

Residential Living Standards

Residents 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.
 1. Some examples include failure to properly dispose of food waste, poor food storage, etc.
 2. 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.

Residents 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/Thomas County 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 in advance.

Allroommates/quadmates 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.

Thomas University 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 Residence Life and the Director of Athletics prior to the scheduled recruit visit.

Noise

Thomas University 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 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 Thomas University 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 Residential Life. Unauthorized postings will be removed and discarded.

Bicycle Storage

Bicycles are permitted on campus and a bicycle rack is provided. 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. Thomas University Residence Life and Residence Life staff are not responsible for lost, stolen, or damaged bicycles.

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 must have a meal plan. Meal plan rates can be found on the Thomas University website. Those students arriving early for pre-season sports will be assigned a meal plan that covers the training period.

Residents 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 inside the residence halls, including running down the hallway, throwing a ball in the common space, kicking a ball, etc.

Facility Misuse

Facilities misuse or damages: residents 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 inside 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 resident 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 a \$100.00 minimum fine, 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, residents 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. This also applies to objects that resemble weapons, such as splatter guns or any other object so identified by either Thomas University or Residence Life. Please refer to the Thomas University Student Handbook 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.

Cigarettes and Tobacco Products

The use of cigarettes, cigars, vapes, chewing tobacco, or any other tobacco-related product is expressly prohibited in TU Residence Halls. Residents caught using these items will face disciplinary action, including fines for use and for cleaning, if necessary.

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 Resident 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 typically notify residents in advance that Health and Safety Inspections will occur. However, TU Residence Life personnel may conduct unannounced inspections as well, if conditions warrant. 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 reasons, including but not limited to:

- 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).
- Inspection of a vacant/unoccupied part of a room/quad 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 resident's room. The Dean of Students, the Director of Residential Life and Housing, or a designee may authorize a search of a resident's room in a residence hall by University personnel 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.

Unless there are extenuating circumstances, 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. In matters involving health, well-being, and safety, the seven day notice may be waived.

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 (Winter Break)-\$50 per hour
- Missing a residence hall meeting without authorization-\$25 per missed meeting Improper move-out: \$75
- Late Move-out (after Spring Semester deadline): \$50 per hour accrued on the quarter hour after the first hour
- Lost key fob/card: \$100 per incident Lockout: \$20 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
- Possession/use of tobacco (including vape pens and vaping) and alcohol: \$75.00 per incident and potential disciplinary action
- 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 University personnel and community members as appropriate. Residents 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.