

Policy Number	610.001
Policy Title	University Housing Policy
Responsible Officer	Director of Business Operations
Responsible Office	University Housing
Summary	This document addresses the policies and procedures applicable for all University-provided student housing at CIU.
Definitions	<p>For the purposes of this Residence Life information, individuals to which these policies apply are referred to as “resident” or “student.”</p> <p>“University Housing” means any residential facility and residential facility common areas of CIU, including, without limitation, residence halls, apartments, houses and any similar accommodations provided to residents.</p> <p>“Eligible Residents” of University Housing may include, under specified circumstances set forth herein, undergraduate students, graduate students, employees and alumni.</p>

Approving Body Academic Council; Administrative Council

("Independent Student Housing") on a space-available basis. Until space is available, students will continue to reside in the Residence Hall.

- Students who have at least one parent who is an employee of the University (including Ben Lippen School) are not required to live in the Residence Halls.
- Students ramping from an undergraduate to a graduate degree program are not required to live in the Residence Halls beginning in the academic year of that transition.
- Student with dietary-related disabilities should contact the Academic Success Center for possible housing and/or dining hall accommodations (academicsuccess@ciu.edu).

Requests for waiver of the residency requirement must be submitted to Res Life by March 15 (returning students) or July 1 (new students) for the coming fall semester and by October 15 (returning students) or November 1 (new students) for the coming Spring semester.

If a student submits a housing appeal to live off campus and the appeal is denied, the student is expected to comply with the university's housing requirements. In the event that the student chooses to live off campus despite the denial of their appeal, the student will be held financially responsible for up to 50% of the regular room and board charges. This charge will be assessed in order to maintain the integrity of the uni

In order to accommodate student housing demand, CIU reserves the right to fill all available bed space. Students residing in University Housing with one or more vacant bed spaces must maintain the housing unit in a manner allowing immediate occupancy by another assigned student. Failure to do so may result in a fee to the student. CIU reserves the right to require a resident to move to a different housing unit when deemed necessary by the Res Life office for reasons including, but not limited to, maintenance or closure of an area, changes in use of University Housing, crisis, safety or emergency situations, student violations or occupancy management needs.

In the event that regularly designated University Housing is not available, CIU av

ability to study or sleep. In addition to the twenty-four (24) hour courtesy policy, quiet hours are from 10 PM to 10 AM every day. During this time the noise level should be kept at a minimum including music, television, and loud discussions. Residents are encouraged to use headphones to keep noise to the smallest amount. Residents who refuse to cooperate when asked to adhere to the Quiet Hours/Courtesy Hours policy will be referred to the Residence Director.

Decorating Guidelines in Rooms

Residents are encouraged to personalize their assigned University Housing. However, residents may not make any substantive or permanent changes to their assigned University Housing or common areas, including, but not limited to, rewiring, installing ceiling fans, painting, or mounting televisions. Residents are responsible for the condition of the assigned University Housing and may be required to reimburse CIU for all damage to the University Housing and damage to or loss of fixtures, furnishings or property. Residents should adhere to the following guidelines when decorating:

- The use of nails or screws in any part of University Housing is not allowed. Due to the variation in construction of each University Housing, approved items may include:

Furniture

CIU provides a bed, mattress, desk, desk chair, and dresser for each resident. S

- Guests of the same gender may stay overnight if all residents who live in the room have granted permission. Residents must contact their Residence Director with information about the guest who will be staying in University Housing. Guests are allowed to stay for a maximum of three (3) days during each semester (does not have to be consecutive days).

Health and Safety Inspections

CIU reserves the right to enter resident rooms and apartments under circumstances including, but not limited to, inspections for safety, health, policy compliance, cleaning, inventory, epidemics or other emergency, pest control, occupancy verification and/or general repair. At all times, residents should be prepared to grant access to University officials upon reasonable advance notice or in exigent circumstances.

Health and safety inspection dates and times are posted at the beginning of the semester and residents are encouraged to be present during inspections. Inspections will be administered regardless of whether or not the resident is present. If additional inspections are of a routine or periodically recurring nature, reasonable effort will be made to give prior notice. If a resident fails any inspection, the resident will have a \$10 fine assessed to his/her account and will be given twenty four (24) hours to correct the issue before a re-inspection. Residents are responsible for reporting all health, safety or maintenance issues to Res Life.

Keys

Residents are responsible for keys issued to them. Under no circumstances are keys to be duplicated or loaned to another individual. If a resident fails to return keys at check out, the door lock(s) will be re-cored, new keys will be made, and a \$25 per key replacement fee will be charged to the resident's account. If a resident loses his/her keys, he/she must immediately notify the Resident Director or Resident Advisor. If the resident is confident he/she will find the key, he/she will be given a temporary key for three days to see if the lost key can be located. If the key is not found within three days the door lock(s) will be re-cored, new keys will be made, and a \$25 per key replacement fee will be charged to the resident's account. Room and apartment keys may only be possessed by the resident assigned to that specific University Housing. Any resident responsible for misuse of University keys will be subject to disciplinary action. In some circumstances, rights to issued keys may be forfeited.

Personal Property

CIU does not assume any responsibility for the loss or theft of a resident's personal property that may be lost, damaged or stolen. If a theft does occur, residents should immediately report the theft to CIU Security and Res Life staff. Residents are strongly encouraged to keep record of any personal property. Residents or their families

become property of CIU. Resident hereby waives and agrees to hold CIU harmless from any claim for loss of damage arising from CIU's dealing with resident's personal property.

Repairs and Damages

Residents are responsible for reporting any damage to their rooms and/or repairs needed in their rooms. Any damage to a resident room or common spaces should be reported to Res Life. CIU staff will reasonably respond to requests and make necessary repairs. For emergency maintenance issues such as leaks or flooding, residents should immediately contact Res Life or CIU Security.

Residents shall not attempt to repair any damages to University Housing. Occupants of a particular room will share the cost of repair for any damages, unless the resident liable assumes responsibility for the action. When damage occurs in a common area and responsibility for damage cannot be attributed to an individual resident, all residents in the area (i.e. all members of a housing unit, wing, floor, or building), as determined by the Residence Director, may be held responsible for paying a prorated portion of repair and/or replacement costs.

Restricted Areas

The roofs, ledges, attics and mechanical/electrical equipment rooms of all University Housing buildings are strictly prohibited to all residents.

Communications; University Housing meetings

Residents are responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University media, including website, emails, and newsletters. Failure to be aware of updated policies, procedures or other information does not relieve a resident from responsibility or obligation. Residents are required to know and comply with all policies and regulations contained within the Housing Agreement and any attached addenda. Each living area will periodically have meetings to provide residents with important information. Residents are required to attend all mandatory meetings. All meetings will re for5()397(ee)3(t)-4(i)7dodU8(4

Depending on the circumstances presented to University officials, parents of a missing student will be notified. In all cases involving missing students less than eighteen (18) years of age and not emancipated, parents or guardians will be notified. In the event that parental notification is necessary, a Student Development staff member will place the call. At the beginning of each academic year, residential students will be asked to provide emergency contact information in the event they are reported missing while enrolled at CIU. This confidential emergency information will be kept in the Res Life office and will be updated each semester. It will be utilized only by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation. Local law enforcement will be notified that a student is missing even if the student has not registered a contact person.

Firearms, Explosives, Fireworks, Weapons and Flammable Materials

No resident or guest of a resident shall possess, store, or use firearms, explosive devices, or weapons of any kind in University Housing. Such weapons may include, but are not limited to guns, swords, rapiers, BB guns, air pistols, pellet guns, rifles, bows and arrows, knives or martial arts devices. The possession, storage or use of paint-ball guns, slingshots, explosives, fireworks, dangerous chemicals or mixtures of chemicals, propelled missiles or similar items are prohibited in University Housing even if they are not intended to be used as a weapon or destructive device. Common kitchen cutlery and pocket utility knives are allowed when utilized for their intended purposes.

Residents should be aware that the possession of a firearm of any kind on any premises or property owned, operated, or controlled by CIU is unlawful without the express permission of the authorities in charge of CIU. Violations of the law may result in a penalty up to \$5,000.00 or five (5) years in prison, or both.

CIU is concerned about the danger of any weapon, including firearms, and the risks they may pose to our campus. Accordingly, residents and their guests are prohibited from possessing any weapon on University property. Under no circumstances is a resident or guest to have a weapon or firearm in University Housing. Possession of any weapon, including a firearm, without the express permission of CIU may subject the resident to both CIU disciplinary action and criminal prosecution.

The possession of a concealed weapons permit does not authorize a resident or guest to carry a weapon on CIU property. If a resident possesses a valid concealed weapons permit through the State of South Carolina, the resident should contact CIU Security for additional information.

If the resident wishes to store a firearm or other weapon with CIU Security for hunting or sporting purposes, the resident should contact CIU Security for additional information and procedure prior to bringing a weapon to campus.

Tobacco

CIU is a smoke-free, tobacco-free campus. Prohibited tobacco related products include but are not limited to smokeless tobacco, e-cigarettes, vape, hookah and other smoking devices. The use of tobacco products is prohibited anywhere on CIU property, including University Housing. Because the campus is located in a residential area in which CIU seeks to be a good neighbor, use of tobacco products is also prohibited on private properties contiguous to the CIU campus. Residents shall not store tobacco products or tobacco related products in University Housing.

Possession, Display and Consumption of Alcohol & Illegal Substances.

CIU is an alcohol-free campus. The consumption, possession or storage of alcohol or display of alcohol or alcohol containers is prohibited anywhere on CIU property, including University Housing. State and federal law as well as CIU rules, prohibits the possession, distribution or sale of illegal drugs. CIU further prohibits the possession of items characterized as drug paraphernalia, i.e., bongos or other items whose appearance in University Housing would indicate the presence of drugs or drug use.

Television and Wireless Access

Basic cable television service and internet access are provided to residents at no extra charge. Residents may not alter the existing wiring for any of these services and must provide their own reception devices (i.e., television and/or computer). Antennas, satellite dishes and wireless routers are prohibited in University Housing. Residents are not permitted to tamper with or alter wireless equipment. Tampering with equipment may result in disciplinary action, including reimbursement of the cost to repair any damaged equipment. If a resident is experiencing difficulty using the wireless network, an IT work request should be submitted through the CIU website. Any content being accessed and watched should align with the standards of the CIU community. Programs and content viewed in lobbies or other common areas are subject to additional standards and are at the discretion of the Residence Director, RA, or Res Life staff.

Invasion of Privacy