



2013-2014

SIUE LIVING GUIDE

Policies for Community Living



siue.edu/housing
housing@siue.edu

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
UNIVERSITY HOUSING

University Housing Policies and Procedures

As a member of the University Housing residential community, you are responsible for all policies and procedures outlined in the complete University Housing Living Guide, found online at sue.edu/housing.

General Conditions of the Housing Contract

Single student housing contracts are issued for the nine month academic year (fall and spring semesters) and Summer term. The family housing contract is issued for the 12-month period beginning June 1. Therefore, once the student has signed the contract and paid the advance payment and deposit, he/she is expected to honor this contract for the entire contract period.

By signing the housing contract, the single student agrees during the period of occupation to comply with the rules and regulations of the University and of University Housing relative to preserving order on the premises, use of the premises, protection of the University (State of Illinois) property and maintenance of student status.

The general rules and regulations of the University are printed in the “Student Conduct Code” document and the University Housing Terms and Conditions. Students are also bound by the State of Illinois statutes, which apply to students and the University, and all registration and contractual agreements signed by the student (and the student’s parent or guardian, if applicable).

Enrollment

Fall and Spring

1. Undergraduate residents are expected to enroll for at least 9 credit hours per semester.
2. Graduate residents are expected to enroll for at least 6 credit hours per semester.

Summer

Enrollment in at least one course for summer term meets housing eligibility requirement. Continuing residents who meet the minimum enrollment requirements during the preceding spring term, and are enrolled for the following fall term with a valid housing contract, are not required to enroll for classes during summer term to live on campus during the summer term.

Contract Cancellation - Single Students

Academic year approved contract cancellations will be considered only in accordance with the Single Student Terms and Conditions in the following instances: **academic suspension, active military induction, counseling considerations, death in the immediate family, graduation, marriage, serious illness, and withdrawal from the University.**

Students submitting requests for cancellation are required to present documentation to substantiate the cancellation request. In cases where residency is terminated, the resident remains financially responsible for 50 percent of the remainder of the Housing contract period. Requests for contract cancellation forms are available in the Central Housing Office, 0248 Rendleman Hall or online at sue.edu/housing.

All contract payments are determined according to the date the written "Request for Contract Cancellation" is received in the Central Housing Office and are required as follows:

Prior to Fall Term Cancellations

- a. Cancellations submitted in writing prior to or on May 1, before the start of the full contract, will result in a refund of the advance payment.
- b. Cancellations submitted in writing after May 1 and prior to or on August 1 will result in forfeiture of advance payment and security deposit.
- c. For cancellations submitted after August 1 and before the first day of the fall contract, a written request must be received. Contract cancellation will be considered for approval only in the following instances: serious illness, graduation, death in the immediate family, academic suspension, marriage, withdrawal from SIUE for the remainder of the contract period, active military induction, or counseling considerations. If the cancellation is approved, the advance payment and security deposit will be forfeited.

Fall Semester Cancellations

- a. For approved cancellations from the first day of the contract period through December 1, the resident must pay the room use fee prorated through the end of the week in addition to a \$250 contract cancellation fee.
- b. After the December 1 deadline and before the beginning of spring semester check-in, the resident pays the entire fall semester housing room use fee in addition to a \$300 contract cancellation fee.
- c. For approved cancellations for graduation received prior to or on December 1, the cancellation fee is waived.
- d. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room use fee prorated through the end of the week of official check-out, if received within two weeks of suspension notification. Otherwise, see above (a. - Fall Semester Cancellations).
- e. The resident must properly vacate University Housing by the end of finals or when academic eligibility ceases, whichever is earliest.

Spring Semester Cancellations

- a. For approved cancellations from the first day of the contract period and through the last day of the contract period, the resident must pay the room use fee prorated through the end of the week, in addition to a \$250 contract cancellation fee.
- b. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room use fee prorated through the end of the week of official check-out.

Summer Term Cancellations

- a. Cancellation will be considered only if submitted in writing prior to the beginning of the contract period.
- b. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room use fee prorated through the end of the week of official check-out, if received within two weeks of suspension notification. Otherwise, the student is responsible for the full contract.

Contract Cancellation - Family Students

Family residents may cancel their contract provided that the Central Housing Office is advised in writing on the "Request for Cancellation of Contract" form at least thirty (30) days in advance of vacating. Payments will be made for the 30-day period following receipt of the cancellation form or to the indicated date of cancellation, whichever is longer. If a cancellation form is not received by the Central Housing Office, the 30-day period will begin the date the resident is discovered to have vacated. "Request for Contract Cancellation" forms are available in the Central Housing Office, 0224 Rendleman Hall, and online at siue.edu/housing.

Space Change Policy

Roommate conflict can be difficult and uncomfortable. However, there are benefits to experiencing conflict; these types of situations provide us with opportunities to strengthen our communication skills, better understand our values, and learn to compromise and negotiate ... all of these are necessary real world skills.

Space changes are a last resort in dealing with roommate conflict. Except in emergency situations, space changes may take place beginning the third week of the semester (after two full weeks of classes). This gives University Housing time to assign students who need assignments, process cancellation and identify open spaces. Space changes are typically not granted during the summer due to our facilities maintenance schedule. University Housing has very few open spaces during the academic year so the opportunity for space changes is limited and not guaranteed.

How can I change my room if I do not get along my roommate?

If a space change request is made due to difficulties with current roommate(s), the student will first be required to have a conversation with their roommate(s) and communicate their concerns and needs. This conversation should take place in person (not via text or via social media) and in a manner that seeks to resolve, not escalate the conflict.

What if I am unable to resolve the conflict on my own?

If a student is unable to successfully address the conflict with their roommate, he or she should consult with their Resident Assistant (RA). The RA will attempt to improve the living environment by mediating the conflict and facilitating a written roommate agreement (Roommate Connections). Students should not wait until the situation escalates; they should be proactive in appropriately addressing roommate concerns when they arise.

What if consulting with my RA does not resolve the conflict?

If consulting with the RA does not adequately address the concerns, the next step is for the student to consult with their Community Director (in the hall office or the Commons Building). The Community Director will assist with mediating the conflict by scheduling a meeting with all roommates.

What if I have tried these steps and I am still unhappy with my roommate situation?

If residents have made good faith effort to address the conflict in a mature, respectful, civil manner, the Community Director will allow a resident to fill out a Space Change Request Form. University Housing is not able to grant all space change requests due to space availability. Priority goes to students living in temporary assignments and then emergency

situations (determined by Housing staff). Residents are able to participate in an approved room swap if no open spaces are available.

Before a resident receives a list of available spaces, he or she will need to complete an online module. The purpose of the module is to provide students with information about how to live successfully with a roommate. After the resident completes the module, the Community Director will email the resident a list of open spaces to their SIUE email account. It is the student's responsibility to meet with potential new roommates before they pick a new space.

Residents will have three business days to pick a space from the list and to begin the space change process (check out of old space, check into new space). If a resident does not identify a new space within 3 business days their Space Change Request Form becomes null and void, and they drop to the bottom of the space change list.

What is a parent's role with a roommate conflict?

We ask parents to understand that University Housing needs to work directly with the student(s) when problems arise. It is a valuable growth opportunity for students to learn to successfully address conflicts themselves. All students involved in the conflict must be part of the conversation to find a mutually beneficial solution. University Housing staff members will not address an issue until all sides have been heard. If your student needs assistance, encourage him or her to contact the RA first, and if necessary, the Community Director.

Condition Reports

Your living unit has been inspected and any recognized deficiencies have been reported and repaired or are in the process of being repaired. If you find any deficiencies in your living unit, please submit a Maintenance Request to UHFM via siue.edu/housing within 7 calendar days of checking into your unit. Please reference the issue as a "Condition Report" item when making your request. Items reported after 7 days of check in may result in charges to your student account if repairs are found to be the result of excessive abuse or vandalism.

Insurance

In case of loss, theft, natural disaster, equipment malfunction, or other damage, University Housing *does not* insure your personal property. Residents are encouraged to check their parent(s)' insurance coverage. If residents are not covered by their parent(s)' homeowner policy, they should check with their insurance agent about renter's insurance. Also, make sure any vehicles and contents are insured.

Safety and Security

Asbestos Notification

Southern Illinois University Edwardsville (SIUE) is committed to providing a safe and healthy environment for its students, tenants and contractors. To support this commitment, SIUE has developed and implemented an Asbestos Management Plan for Cougar Village. This plan has been prepared using the most current guidance from the US Environmental

Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA). The objectives of the plan are (1) compile an inventory of building materials that has been found to contain asbestos and (2) manage these asbestos containing materials in place in a manner that prevents exposure to airborne asbestos.

In order to accomplish the objectives of the plan, it is important for all building occupants to be aware of the types and location of ACM (Asbestos Containing Material) on the site, so that disturbance of these materials and potential release of asbestos fibers can be avoided. The following building materials have been found to contain asbestos: drywall/joint compound, floor tile/baseboard mastic, and pipe fitting insulation.

If you notice anyone disturbing ACM or if the condition of ACM deteriorates, report this information to the APM as soon as possible.

Barbecue Grills

Barbecue grills can become a cause for fire/smoke damage and therefore the following policies have been set regarding their use:

- No gas grills are permitted in University Housing.
- No barbecue grills are permitted inside any housing facilities.
- No barbecue grills may be stored or used on the balconies of Cougar Village.
- Barbecue grills may be used 15 feet from the buildings.
- At Cougar Village, grills may be stored next to the buildings when they are cool; however, they should not be stored between the air conditioning units and the buildings. Grills should never be stored inside the apartment buildings.
- Personal grills should not be secured to buildings or any part of the air conditioning systems.
- Coals should be disposed of in trash dumpsters when cool enough. They should not be dumped on grass or dirt areas.

Emergencies

911

If the police, fire department or ambulance are needed, call 911. If other assistance is needed, call the Commons Building (x2900), Bluff Hall (x4253), Prairie Hall (x4252), Woodland Hall (x4255), or Evergreen Hall (x4254) front desk. Staff on duty will assist you. For apartment residents, if the Commons Building is closed, call SIUE Police at 911 for emergencies or x3324 for non-emergencies. SIUPD will contact the RA on duty.

Fire

Cougar Village

Call University Police at 911 and immediately notify the Cougar Village Commons desk (x2900).

In the event of FIRE, Cougar Village residents should proceed in the following manner:

1. When the alarm is given, all residents, except fire crews and others with specific assignments must leave the building immediately. Try the nearest exit. If the door or door handle is extremely hot, do not open; remain in your living unit keeping doors tightly closed and go to the balcony or window to await rescue by the fire department.

2. Do NOT put water on a grease fire! Try covering it with a lid to smother.

Bluff, Prairie, Woodland and Evergreen Halls

In the event of a FIRE, residence hall students should proceed in the following manner:

1. When the alarm is given, all residents, except fire crews and others with specific assignments, must leave the building immediately. Every alarm must be treated as an emergency.
2. Evacuate using the stairwells closest to the wing you are in. If the door is hot, return to your room and close the door. Wait by the nearest window for rescue from the fire department.
3. Persons leaving the building for evacuation purposes should take an I.D., jacket and shoes with them. They should not try to take any other personal items.
4. All persons evacuating the building should meet at the activity wings as follows: Prairie Hall should proceed to Woodland Hall, Woodland Hall should proceed to Prairie Hall, Bluff Hall should proceed to Evergreen Hall, and Evergreen Hall should proceed to Bluff Hall.
5. The circle drives in front of the residence halls are non-parking areas designated for EMERGENCY VEHICLES ONLY. The fire department may use force to remove unattended vehicles blocking the way of the emergency vehicles.
6. When fire and police officials arrive on the scene, they are automatically in charge of the situation. They will give the "ALL CLEAR" when the buildings are safe to be entered.

Fire Alarms

Residents are expected to evacuate the building immediately for a fire alarm or when directed to do so. Failure to quickly and promptly obey the direction of a University Housing or civil official during an emergency will result in disciplinary action. Residence hall students should bring Cougar Cards with them when evacuating the building, as they will be required to swipe their Cougar Cards upon re-entering.

When an individual smoke detector is activated in Bluff, Prairie or Evergreen Halls, a horn will sound when the alarm is activated. A signal will be sent to the fire alarm panel at the front desk. At Woodland Hall, the horn will sound when the alarm is activated; however, no signal will be sent to the fire alarm panel at the front desk. Staff will enter the living unit upon hearing the alarm to verify the conditions.

Fire Extinguishers

Fire extinguishers are located in each Cougar Village apartment, in building hallways, and in the Bluff, Prairie Woodland and Evergreen Hall hallways. These may be used in case of a fire. If a fire extinguisher is discharged or below accepted levels (needs recharging) you must report it to University Housing Facilities Management (x3626) immediately so that it may be recharged. **Tampering with fire extinguishers or other safety equipment is prohibited.** Depleting the safety device can leave residents defenseless in the event of a fire. Residents responsible for destructive use of an extinguisher will be charged the cost of recharging or replacing equipment and will be subject to disciplinary procedures.

Electrical Appliances

A reasonable number of electrical appliances may be used if they are electrically safe and do not have exposed wires or heating elements. The wiring in Bluff, Prairie and Woodland Halls is not able to handle high-wattage appliances such as hot plates, broilers, skillets,

wooks, air conditioners, microwaves, toaster ovens, space heaters and the like. The only exception is a coffee pot. Cooking in Bluff, Prairie and Woodland Hall rooms and bedrooms of Evergreen Hall is not permitted. ***Halogen lamps are not permitted in any University Housing living unit.***

Residents may have an electric alarm clock, electric blanket, study lamp, hair dryer, razor, curler, radio, television, stereo (headphones are encouraged), and refrigerator, provided it is less than 5.0 cubic feet, no more than three amps, and only one per resident. If an extension cord is used, it should only have one appliance attached to it. Cords should not be used for refrigerators or appliances over 100 watts. No electric cords are allowed through doorways or windows.

Overloading Outlets

All living units are wired to provide ample outlets in each room. Overloading outlets with multiple plug connectors or extension cords is very dangerous. If this happens, circuits may become overloaded, cause the wires to melt, and possibly start a fire. Cougar Village and Evergreen Hall kitchens and bathrooms and Bluff, Prairie and Woodland Hall bathrooms have Ground Fault Circuit Interrupter outlets. These devices are designed to protect against hazardous electrical shocks that can happen when one touches an appliance or cord that is “live” through a faulty mechanism, or damp/worn insulation. The circuit interrupter cuts the electricity to that outlet to protect against serious electrical injury.

Smoke Detectors

Smoke detectors are located in the living room and bedrooms of each Cougar Village apartment and Evergreen Hall unit, and in each room of Bluff, Prairie and Woodland Halls to increase your safety. Smoke detectors in Cougar Village apartments have a light that will illuminate when the signal is in alarm. When the alarm is activated, an audible sound will occur in the hallway, breezeway, and/or living unit.

The smoke detectors in Woodland Hall have an alarm horn and a red light. The light should be on at all times. This indicates that it is in working order. At Prairie, Bluff and Evergreen Halls, the light blinks and is green to indicate that it is working properly.

Do not tamper with smoke alarms. If the alarm is tampered with or removed, an audible signal will occur in the hallway or breezeway. If you hear this sound, call 911 immediately. The smoke detector is designed to detect the smoke that results from an actual fire. If the smoke detector is not working, report it to University Housing Facilities Management (x3626). Dismantling, turning off, or otherwise covering this appliance is prohibited and will result in termination of your residency.

Fire Safety Equipment

Tampering with fire equipment is a violation of the SIUE Student Code of Conduct as well as state and federal law. People found guilty of tampering with fire equipment (alarms, hoses, extinguishers, smoke detectors, sprinklers, door closures, emergency exits, fire alarm pull stations, etc.) for other than actual emergency situations or intentionally setting false fire alarms face a jail sentence, fines up to \$10,000, and expulsion from the University.

Burning any substance or setting fires in the halls, including fliers or other posted material, will also result in criminal prosecution. Housing staff will enter your living unit during Safety Inspections and some breaks to check door closures and smoke detectors for proper

working order. Should these items be found missing, inoperative or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the appropriate living unit. If the smoke detector is not working or fire extinguisher needs to be recharged, residents should report it to University Housing Facilities Management (x3626) or by submitting a Maintenance Request online at siue.edu/housing.

Tornado or other inclement weather

Cougar Village

In the event of a TORNADO or other inclement weather alert, a long, wavering intermittent civil defense siren will sound. Cougar Village residents should proceed in the following manner:

1. When the civil defense siren alert is sounded, residents in the **500 area** should proceed immediately to:
 - a. a downstairs neighboring apartment; or,
 - b. the kitchen area of your apartment under the breakfast bar.
2. When the civil defense siren alert is sounded, residents in the **400 area** should proceed immediately to:
 - a. the kitchen or bathroom areas of a first floor apartment; or,
 - b. the center of the first floor of your building under the stairwell.
3. The local media will carry ALL CLEAR information.

Bluff, Prairie, Woodland and Evergreen Halls

In the event of a TORNADO or other inclement weather alert, a long, wavering intermittent civil defense siren will sound. Residence hall students should proceed immediately to the first floor residential hallways or bathrooms (away from lounge windows). The local media will carry ALL CLEAR information.

If the siren sounds, it is usually too late to proceed to a remote protected area. Go to an interior room such as a hallway, closet or bathroom. Crouch low to the floor, facing down and cover your head with your hands. A bathtub may offer partial protection. Cover yourself with a mattress, blankets, etc. to protect against falling debris.

Medical Emergency

In case of serious injury at the University, observe the following procedures:

1. Contact University Police by dialing 911.
2. Give your name; describe the nature and severity of the medical problem and the location of the victim.
3. Do not move the injured except for protection from further injury.
4. Stay with the victim until the police and ambulance arrive.
5. If blood is present, contact University Housing Facilities Management to clean the blood spot. **Do not administer first aid except for the following:** Flush any chemical and/or fire burns with cold water or immerse the affected area in cold water if possible.

Keys

The living unit key you receive at check-in is the principle means of security for your belongings and those of your roommate(s). Keep your living unit locked at all times to prevent theft. The key is University property and may not be loaned or duplicated. Lending

a key to anyone or attempting to obtain another resident's lock out key is a security violation and will be treated as a disciplinary matter.

Lock-outs/Key Control

Residence Halls

If you live in Bluff, Prairie or Woodland Halls, you will have one room key and one separate mailbox key. Your room key will also open your bathroom. Residents of Evergreen Hall will have a key to open the living unit and a separate mailbox key.

Cougar Village

If you live in Cougar Village, the keys for your assigned apartment, mailbox and storage closet are issued to you when you check in. On the 400 side, your apartment door key also opens your storage closet and your mailbox. On the 500 side, your apartment key also opens your mailbox. There is a separate key for the storage closet that is located in your apartment.

Family Residents Note: A key will only be issued to the contracted resident. To receive another key, you must see your Community Director. Keys (including lock-out keys) will not be issued to children under 12 years of age.

If you lose your key, you have two or three options:

1. You may check out a file key from the Commons Desk for thirty minutes or your residence hall front desk for fifteen minutes while you search for your key. If the file key is not returned within the time designated for your area, you may be charged for a core or a \$10.00 (\$12 CV) late return fee, depending on the length of time a key is checked out. No one except assigned residents may check out a key for a living unit. Any inappropriate use of the key privilege will result in referral to the Community Director for disciplinary procedures.
2. You may request a lock change at the front desk if you believe your key was lost or stolen. If the lock is recored, you will be charged for the replacement. The cost varies upon the type of living unit. A temporary core will be installed within 24 hours during regular business hours.
3. If you are locked out of your residence hall room, a housing staff member cannot let a resident or anyone else into another resident's room for any reason. If you are locked out of your apartment when the Commons Building is closed, call the University Police (x3324). A member of the University Housing staff will meet you at the Commons Building to assist you. You must have a picture I.D. and a \$25 charge will apply.

Safety Inspections

A safety inspection is conducted in every living unit each term. The purpose of this inspection is to check for conditions relative to standards required by the University for the safety of the residents. Residents are expected to follow the procedures listed below in order to ensure that their living unit passes the safety inspection. Violations of University Housing Guidelines will be noted.

Residents will receive advance notice from their Community Director informing them of the date when the safety inspection will take place as well as preparation guidelines for the inspection.

In Cougar Village, a cleaning inspection will be performed by Resident Assistants prior to the safety inspection in order to aid residents in correcting possible safety deficiencies.

NOTE: This inspection is not the safety inspection - only a preliminary check by your Resident Assistant.

Cleaning and safety inspections for the residence halls are held at the same time. If you have any questions regarding this procedure you may contact your Resident Assistant.

Security in the Residence Halls

If you live in a residence hall, your Cougar Card (student I.D.) will open the main doors that are locked from 11 p.m. to 7 a.m. These doors are designed to keep non-residents out and help prevent theft and vandalism. Never open a door for strangers. Do not admit the people the locks were intended to exclude. If they have any business inside, they will either have an accessible ID or be accompanied by a host resident.

Residents are required to carry their Cougar Cards at all times and to show/swipe the card each time they enter the living area of their building. We expect your patience and consideration during busy times. Visitors must stop at the front desks and register. The guest must leave a valid picture I.D. and must be escorted by a resident host.

This visitation policy allows you to have guests between the hours of 8 a.m. - 2 a.m. Anyone staying past 2 a.m. is considered an overnight guest and must be approved in advance if you live in Bluff, Prairie or Woodland Halls. Overnight guest form must be submitted by 2 a.m. or when the guest arrives.

Swiping I.D.s in the Residence Halls

Before entering the residential area, all residents must swipe their Cougar Card in the electronic card reader at the front desk. Front Desk Managers/ Housing staff reserve the right to inspect a Cougar Card when swiped at the front desk. This is to confirm the bearer of the card is the rightful possessor of the I.D. card. If you do not have your Cougar Card upon entering the residence hall or your I.D. will not properly scan, you will be asked to enter your 800 number. Continually not having your I.D. may result in disciplinary action as students should be able to identify themselves as an SIUE student at all times.

It is considered fraud to allow another person to use your Cougar Card to gain entry into the building or to use your meal plan. Staff members also reserve the right to inspect bags, backpacks and book bags to check for alcoholic beverages and other prohibited items. Guests will be signed in at the front desk and I.D.s from the guests and host will be kept at the desk. Any resident or guest who behaves in an inappropriate manner toward the desk manager or other staff member will be referred for disciplinary action.

Stolen/Illegal Items

Stolen or illegal items in plain view by a University Housing staff member upon entering a living unit on official business will be confiscated and held as evidence in disciplinary actions or reported to SIUE Police Department for legal action.

Standards for Student Conduct

Understanding the University Housing Student Conduct Process

The University Housing Student Conduct process is designed to encourage students' growth and development. Personal growth will result in responsible behavior and the exercise of

sound principles for healthy interpersonal relationships. This underscores the importance of self-discipline and respect for the rights and privileges of others.

The total disciplinary effort encompasses correction and prevention rather than punishment alone. Due process is an essential part of this approach to discipline and is emphasized to ensure a fair hearing. Due process entails notice of charges, a fair hearing and right to appeal.

Thus, no matter which University agent deals with a particular disciplinary situation, consideration is given to all factors and information relative to the case.

Responsibility for Maintaining University Housing Student Conduct Process

Whenever a number of people live together in a community, it becomes necessary to formulate procedures and regulations to provide for an orderly environment. University Housing procedures and regulations have been developed by students and staff to ensure equality of opportunity for each student and student group in the attainment of academic and personal objectives. SIUE considers students to be mature individuals who are responsible for establishing and accepting appropriate standards of conduct. All students are expected to conduct themselves in accordance with the regulations of University Housing, the University, and such laws of the city, state, and federal government that apply, and particularly, to respect the rights of other citizens in the University Housing community.

If self-responsibility and self-discipline are not exercised by each individual residing in University Housing, it becomes necessary for University Housing to exercise its responsibility for the maintenance of individual discipline as delegated by the Chancellor and the Board of Trustees of SIU.

Student Conduct Process

The University Housing Student Conduct process consists of five steps.

1. Notice of a possible violation should be reported to a Community Director (Hearing Officer). Notice of a possible violation can be submitted in writing by anyone in the University community.
2. After reviewing the notice of a possible violation, the Hearing Officer or Assistant Community Director (Hearing Officer) will request in writing an initial conference with the student or students involved. The notice must contain: The request for a conference by a specified deadline, and the alleged conduct of the student or guest; i.e., charges. The purpose of the meeting is to make the student aware of charges and discuss his/her involvement in order to determine whether further action is warranted.
3. The Hearing Officer manages the initial conference. Should the Hearing Officer be one of the parties involved in the matter at issue, another Hearing Officer will be appointed by the Director of University Housing to manage the initial conference. At the conference, the Hearing Officer will:
 - a. Explain the charges and request information from the student.
 - b. Determine if further action is warranted.
 - c. Request a plea from the student.
 - d. Determine if the Hearing Officer can decide the case or if the student must be charged with social misconduct as outlined in the Student Conduct Code. If students are non-residents or the incident may jeopardize the student's enrollment status, the case will not be decided by the Hearing Officer.

e. If the student does not attend the initial meeting/hearing, the case is decided based on the information the Hearing Officer has at the time.

4. If it is determined that the Hearing Officer will decide the case, he/she may do so at the initial conference. He/she has the following options:

a. Dismissing the case. A letter will be sent to the student to confirm the decision. A copy of that letter will be placed in the student's University Housing file.

b. Sanctioning the student. The Hearing Officer will apply the appropriate sanction (see Sanctions). The decision concerning an appropriate sanction may be discussed in the initial conference. However, a decision may or may not be made during the initial conference. A written decision will be made during or after the initial conference.

c. Referring the case to the Office of the Vice Chancellor for Student Affairs as social misconduct. The case will be processed through the SIUE Student Conduct Code. The Hearing Officer will provide the Director of University Housing with the incident report and notes from the initial conference. This information will be forwarded to the Vice Chancellor for Student Affairs or designee.

5. A student has the right to appeal the decision of the Hearing Officer. Appeals should be submitted in writing to the Director of University Housing within two working days of the date of the sanction letter.

Standard of Evidence

Formal rules of evidence are not applicable to the University Housing Student Conduct Process. If a student denies responsibility for an alleged policy infraction, the Hearing Officer must make his/her decision based on the preponderance of the evidence. After weighing all of the available evidence, the Hearing Officer will decide whether there is more evidence (greater than 50 percent) that the student is responsible for the misconduct than evidence that they were not.

Sanctions

This section defines the sanctions which may be imposed for violating University Housing Terms and Conditions or living guidelines. The sanctions listed in this section may be imposed independently or in combination. Sanctions should be selected and imposed with two goals in mind: (1) to protect the members of the University Housing community and (2) to assist in the education of the person responsible.

1. Disciplinary Reprimand. An oral conference or written reprimand noting the seriousness of the violation of the University Housing rules and regulations.

2. Disciplinary Warning Status. A written warning noting that repetition of violations or additional violations will subject the student to further sanctions. This warning shall last for a stated period of time and until the conditions of any other imposed sanctions have been met.

3. Assessment for Restitution. Payment for the restoration of property. Failure to pay the assessed amount in a specific period of time will prevent the student from obtaining transcripts and registering for classes, and may subject the student to further sanctions.

4. University Residence Probation. The requirement imposed by the Hearing Officer that the student demonstrate, for a specific period of time, the capacity of conduct in conformance with the University residential (housing) standards. Any violation of University and Housing policies while on University Residence Probation may result in separation from the University residence and/or other sanctions.

5. **Parent Notification.** The University may notify parents of students under the age of 21 years for violations of Federal, State, or local law or institutional disciplinary rule or policy regarding the use or possession of alcohol or controlled substances.
6. **University Residence Transfer.** The transfer of a student from one University residence (living unit or building) to another by the Director of University Housing or designee.
7. **Community Service.** Any violator of the University Housing Terms and Conditions and/or Housing policies may be required to perform community service. A student may choose to perform community service in lieu of an assessment for restitution for damage to University property.
8. **Referral to Intervention Program.** If the Hearing Officer, Associate Director of Residence Life, or Director of University Housing perceives that it is necessary that a student be referred to an intervention program, he/she may choose to do so. Refusal on the part of the student may result in further disciplinary action. The student may be required to attend or participate in a workshop, program or creative sanction (such as a paper, bulletin board, etc.).
9. **Loss of Privileges.** Denial of specified privileges for a designated period of time, including but not limited to: loss of participation in certain activities and/or loss of access to designated facilities or areas.
10. **Suspension.** Excludes a student from University Housing facilities for any reason during the stated period of suspension and disallows a student from all activities sponsored by University Housing, whether on or off campus. A resident student under a weekend suspension is prohibited from being in University Housing facilities following his/her final class on Friday through 5:00 p.m. on Sunday.
11. **Notification of Termination of Residency.** A student will be required to properly check out 72 hours after notification. In cases in which a resident's behavior constitutes a significant threat to the safety of the residents or other persons or to the property of others or the University, a maximum of 24 hours' notice will be given. The resident will be held financially responsible for 50 percent of the remainder of the contract.
12. **Charged with Social Misconduct** as outlined in the Student Conduct Code. A student may be charged with social misconduct in case of a serious infraction, or any incident relating to the University Housing policies, rules, and regulations.

Consistency and Fairness

Hearing Officers must evaluate each situation and student individually to arrive at the most appropriate sanction. As a result, a sanction for one student may differ from one for another with a "similar" policy infraction. The Hearing Officer must consider multiple factors, including the details of the current incident, the student's previous conduct history, attitude, and other factors in his/her decision.

Appeals

Students should follow these guidelines carefully when appealing a University Housing charge, payment extension, a staff member's decision or contract cancellation:

1. **All appeals must be made in writing.** It is important that the appeal be clear, concise, factual and thorough.
2. The student who wishes to appeal a decision must submit a written appeal along with

any supporting documentation. Each case will be considered on its own merits.

3. All disciplinary appeals must be made within two (2) business days of the decision.

4. **All damage charge appeals must be made within ninety (90) days of the decision if the resident has vacated.** Appeals for damages of current residents must be made within two (2) business days of charge notification.

5. The Community Director is the appeal officer for actions taken by the Resident Assistant or Assistant Community Director.

6. The Associate Director of Housing is the appeal officer for decisions made by the Central Housing staff.

7. The Director of University Housing or designee is the appeal officer for disciplinary actions taken by the Community Director.

8. The Director of University Housing will hear all appeals of University Housing decisions after the preceding steps have been followed.

Proceedings

All proceedings, including the initial conduct meeting, are carried out in a manner which is informal and at the same time assures fundamental fairness. Records regarding conduct proceedings, including incident reports, conduct letters, notes for conduct meetings, and records from appeal proceedings, will be maintained by University Housing. These records may be reviewed by the student who is involved, during normal business hours. A request to review these records must be made 24 hours in advance, so records may be prepared for viewing. Personal information of other students will be omitted to protect privacy. Records will not be available to any member of the public except upon written consent of the student involved.

Statement of Student Rights

1. The student has the right to a thorough conduct meeting.

2. The student has the right to a fair conduct meeting. In cases of obvious and/or significant bias, the student may request an alternate Hearing Officer.

3. The student has the right to review the incident report(s), sanction letter(s), and any other notes or documents pertaining to his or her case.

4. The student has the right to one level of appeal within the University Housing Student Conduct process.

5. The student has the right to be informed of all allegations made against him/her prior to the conduct meeting.

6. The student has the right to have a student, faculty or staff support person in any conduct meeting pertaining to his/her case. (This individual serves as an advisor to, rather than a representative for, the student.)

a. The support person's role is to observe the process and provide support and guidance to the student, as needed. The support person does not "represent" the student or speak on his/her behalf.

b. Resident Assistants may not serve as a support person due to the potential for conflict of interest. However, the RA can always serve as a resource for students prior to and after the conduct meeting.

c. The support person may not have a conflict of interest with the case being investigated.

Prohibited Items

The following items are not allowed in any University Housing units. This includes Bluff, Prairie, Woodland, Evergreen and Cougar Village.

- **Appliances.** Full-size refrigerators other than those already provided (only units up to 5 cubic feet are allowed) are prohibited. Dishwashers or any other large appliance are prohibited. Washers and dryers are not permitted in the living units. Laundry facilities are available in all residence halls, the Cougar Village Commons Building, and in buildings 405 & 429 of Cougar Village (see page 38).
- **Pets.** The ONLY pets that are allowed in University Housing are fish in an aquarium. Aquariums are limited to 30 gallons. Residents may not volunteer to watch a pet nor have one visit. If it is confirmed that you have an animal in your living unit, your residency may be terminated. Residents are discouraged from feeding the wildlife (for example, geese, deer, cats, etc).
- **Candles/Open Flames.** Open flames such as those from candles and incense are extremely dangerous and not permitted in any University Housing living unit. Candles are allowed for decorating purposes as long as the wick has been removed. Burnt candles and candles with wicks intact will be confiscated by Housing staff.
- **Firearms, Weapons and Combustibles.** Firearms, ammunition, BB guns, stun guns, air guns, pellet guns, paint guns, firecrackers, bows and arrows, knives more than 3" long, martial arts weapons, and gasoline (or other combustible items) are not permitted in University Housing. State Law requires that students, faculty and staff must be granted written permission from the chief security officer on campus before bringing firearms, weapons and ammunition to University properties. Any firearms, weapons, and/or ammunition must be stored with the SIUE Police Department on campus. The SIUE Police Department provides 24-hour accessibility.
- **Bonfires and Fire Pits.** Bonfires and fire pits are not permitted without prior permission from University Housing and the fire department present.
- **Lofts/Waterbeds.** Due to safety and weight limitations, bed lofts and waterbeds are not allowed in University Housing. Lofting includes the use of additional structures and supports other than those provided by University Housing. Additionally, extra bed posts may not be used to loft a bed.
- **Recreational and Sporting Equipment.** In order to maintain a reasonable level of safety and noise, playing with sporting equipment of any kind (including roller blading, skateboarding, scooters and bouncing balls) is prohibited in all University Housing buildings. This equipment may be stored in the living unit, but must not be used until they are outside of the building.
- **Super Soakers, sling shots, laser tag,** and other recreational equipment that can injure another or cause damage to property will not be allowed in any University Housing facility or on University Housing property.
- **Rollerblades (Inline Skates) and skateboards** may not be used inside of *any* building, on the Commons Building deck, on bike racks, or on the tennis and basketball courts.
- **Water fights** are hazardous to personal safety and damaging to University property and are not allowed inside any University Housing building. Those participating in water fights inside are subject to disciplinary action.
- **Satellite Dishes.** Satellite dishes that attach to any University Housing facility (including balcony railings) are prohibited.

- **Barbeque Grills.** No gas grills are permitted in University Housing. No barbecue grills are permitted inside any housing facilities. No barbecue grills may be stored or used on the balconies of Cougar Village.
- **Extension Cords.** All single and multiple use extension cords must be U.L. approved outlet strip with fuse or breaker.
- **Devices used for rapid consumption.** This includes but is not limited to: funnels, bong, shot glasses, beer pong tables, etc.
- **Liquid bleach.** Prohibited in all facilities *except in Cougar Village*. It can damage carpet located in Bluff, Prairie, Woodland and Evergreen Halls.
- **Space heaters.** Space heaters are prohibited in all University Housing facilities.

The following items are not allowed in Bluff, Woodland or Prairie Halls.

- **Microwaves and are not allowed in Bluff, Prairie and Woodland Halls.** The only exception is a coffee pot. Refrigerators are limited to those 5.0 cu. ft. or less. No other large appliances are allowed.
- **Any appliances with exposed heating elements.** This includes but is not limited to: hot plates, toasters, toaster ovens, Foreman Grills, etc. The only exception is a coffee pot. Cooking in student rooms is extremely dangerous and is not permitted. Residents who violate this policy are subject to charges and disciplinary action.
- **Alcohol or alcohol containers.** All alcohol containers, both full and empty, are prohibited in Bluff, Prairie and Woodland.

Alcohol Policy

Each resident of University Housing is responsible for informing his/her guests of these regulations and ensuring that guests are in compliance with the University policy on alcoholic beverages. The resident may be subject to disciplinary action for guests' non-compliance with these regulations. Non-student guests may be subject to civil and criminal action for violation of these regulations.

Intoxication

Intoxication is not an acceptable or appropriate condition and may be cause for disciplinary action. Intoxication is defined as either (1) not having the normal use of mental or physical faculties due to the introduction of alcohol or other drugs into the body; or (2) having a blood alcohol concentration (BAC) of 0.08 or more.

All guests who visit University Housing are subject to the following regulations:

Bluff, Prairie and Woodland Halls

No alcohol, alcohol containers (even if empty), or devices used for rapid consumption of alcohol (i.e. - funnels, bong, shot glasses, beer pong tables, etc.) are permitted in Bluff, Prairie or Woodland Halls at any time. Controlled substances are also prohibited. Guests must adhere to the no alcohol policy. Anyone found in violation of this policy is subject to University and University Housing discipline.

Evergreen Hall & Cougar Village

1. Residents of Evergreen Hall and Cougar Village and their guests who are 21 years of age

or older who choose to possess or consume alcoholic beverages may do so in the following places and/or circumstances, except for the provisions of policy 6C1 paragraphs 2-4 (Regulations Governing Alcoholic Beverages at Southern Illinois University Edwardsville).

a. If alcoholic beverages are possessed or consumed, then those beverages must be present only in private living areas, which are defined as the individual living unit of the resident. A private living area does not include such areas as lounges, indoor recreational areas, breezeways, hallways, stairwells, balconies, parking lots, patios, multipurpose rooms, laundry areas, grounds surrounding any University building, or other public areas.

b. Those students who are 21 years of age or older may bring alcoholic beverages into living units; however, alcoholic beverages may only be carried to living units in non-transparent bags. If the alcoholic beverages are clearly visible, the alcoholic beverages will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed in the Student Conduct Code.

c. Alcoholic beverages carried or transported in containers which are open will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed under Part D in the Student Conduct Code.

2. Containers holding more than one gallon of alcoholic beverages or devices promoting the rapid consumption of alcohol (i.e. - funnels, bongs, beer pong tables, etc.) are prohibited on University property and will be confiscated. No kegs are permitted. Possession of a keg(s) may lead to termination of residency.

3. Unregistered and/or unapproved events in University Housing where alcoholic beverages are present and where nine or more people are gathered are strictly prohibited. Unregistered and unapproved events shall be considered a violation of this policy and violators will be subject to disciplinary action in accordance with the Student Conduct Code.

Regulations for Registered Events with Alcoholic Beverages Present at Cougar Village or Evergreen Hall

A. In order to sponsor an event with alcoholic beverages present in a Cougar Village apartment or Evergreen Hall unit the following regulations apply:

1. One host who is a currently enrolled student, who is 21 years of age or older, and a resident of the living unit sponsoring the event must be identified.

2. An "Event with Alcohol Application" must be completed by the host and signed by all residents living in the unit and returned to the Cougar Village Commons front desk or the Evergreen Hall office at least three business days before the event.

3. The application will be forwarded to the Community Director who will approve or deny the event based on the regulations stated in this policy. The Community Director will notify the host of the status of the application 24 hours before the event.

4. If this is the first time the student is hosting an event with alcoholic beverages, the Community Director will meet with the host and explain the regulations.

5. The host must agree to satisfy the responsibilities of the hosts listed in the Responsibilities of the Host section.

B. Registered events with alcoholic beverages must adhere to occupancy limits. In Cougar Village, the limit is no more than 20 people (*including residents, hosts, and/or guests*) for a first floor apartment, and to no more than 11 people for a second floor apartment. In Evergreen Hall, the limit is four times the normal occupancy of the unit (*ex. in a 4-person apartment the limit is 16 including residents, hosts, and/or guests*).

C. If a minor lives in the unit where the event with alcoholic beverages is being held, it is his/her responsibility, as well as the host's, to make certain that he/she is not served and does not consume alcoholic beverages. If all the residents of the unit are minors, an event with alcoholic beverages is prohibited in that unit.

D. Registered events with alcoholic beverages are required to end by 1:30 a.m. Events with alcoholic beverages present are prohibited in Cougar Village and Evergreen Hall the entire week of final examinations.

E. The Director of University Housing, or his/her designee, may approve no more than two (2) events with alcoholic beverages present in any one apartment building or wing during a twenty-four hour period. The Director or designee may approve only one event with alcoholic beverages present in any one apartment during a 24-hour period.

F. In accordance with Illinois state laws, money may not be collected for any reason or donated prior to, during, or after a registered event with alcoholic beverages present unless a valid license issued by the Illinois Liquor Control Commission and the Local Liquor Control Commission has been obtained. All licenses issued by the Illinois Local Liquor Commission must be brought to the attention of the Office of Risk Management. Use of chips, tickets, or similar tokens as substitutes for cash is a violation of this policy and is prohibited.

G. A student may not serve alcoholic beverages to any person who appears to be intoxicated. Some indicators of intoxication include slurred speech, staggering, the smell of alcohol on the person, bloodshot eyes, and belligerent behavior. This is not to be construed as a definition of intoxication; however, these indicators are intended to be useful to hosts and other students.

H. No activity that promotes the rapid and irresponsible consumption of alcohol will be tolerated. These activities include, but are not limited to: "chugging" of alcoholic beverages, competitive drinking activities (i.e. beer pong tables), and activities that employ peer pressure to entice people to consume alcoholic beverages.

Responsibilities of Host(s)

A. At an event with alcoholic beverages, the host(s) is responsible for ensuring that only those students who are 21 years of age or older possess and/or consume alcoholic beverages at an approved event. Each host must have a plan for ensuring that only those individuals who are 21 years of age or older are served alcoholic beverages. The plan must be explained on the Event with Alcohol Application form.

B. The host(s) is responsible for the conduct of guests during the event and is expected to exhibit conduct compatible with acceptable standards as defined in the Student Conduct Code. If the guests are students, they shall be expected to follow the acceptable standards of conduct as defined in the Student Conduct Code.

C. At a registered event, the host(s) is responsible for compliance with the Illinois State Laws regarding alcoholic beverages.

D. The host(s) is responsible for ensuring that persons who appear to be intoxicated are not served alcoholic beverages.

E. The host(s) must remain alcohol and drug-free throughout the entire event.

F. Non-alcoholic beverages (*other than water*) and food must be provided in appropriate amounts in a clearly visible and accessible area throughout the duration of the event. The amount of non-alcoholic beverages must be at least equal to, if not greater than, the amount of alcoholic beverages present.

G. Any host(s) who does not comply with this alcoholic beverages policy will be subject to disciplinary action.

For more information on the Sanction and Enforcement of the Student Alcohol Policy at SIUE, see the SIUE Student Conduct Code.

Controlled Substances

The Student Conduct Code of Southern Illinois University Edwardsville defines social misconduct to include violations of University policies and regulations, local ordinances, and state and federal laws, which include, without limitation, the manufacture, sale or distribution, and or the unauthorized possession or use of controlled substances. The misuse of chemical or controlled substances that may create a hazard to oneself or others is considered a violation of this policy. Such violations may result in termination of residency from University Housing.

Damages, Vandalism and Group Billing

Residents are asked to help preserve their communities by reporting incidents of damage or vandalism to the Community Director or Assistant Community Director. In all cases, Housing staff will work to identify the responsible party. If the responsible party cannot be identified, the entire building/wing will be held responsible. Charges associated with excessive cleaning or repair of damages caused by vandalism will be divided equally among all residents of the building/wing and the residents will receive a bill from the University. Residents will be given notice of acts of vandalism and have the opportunity to present any information that would lead to the identification of the responsible party. Please respect your community! If you see anyone attempting to vandalize University property or leaving trash in public areas, please confront them yourself or contact the on-duty staff person for assistance.

You are financially responsible for any damage to your living unit and furnishings other than normal wear and tear. Furnishings must not be dismantled or removed from the living unit. No University Housing furniture is to be outside of the buildings, on balconies or in community lounges.

Noise Policy

Noise Restrictions

If you are having difficulty with a neighbor regarding noise, please attempt to talk to the person and resolve the problem. If you have further difficulty, please call the Front Desk/ Commons Desk. The desk worker will then contact the RA on duty or an RA to follow up with the situation.

Guidelines for noise in University Housing:

- Noise levels in and around University Housing are expected to be moderate and conducive to a positive study environment. The right to sleep and study is clearly greater than the right to make noise. Roommates and neighbors should reach a general agreement about acceptable noise levels to prevent conflict.
- Conversation and sound from stereos/radios, televisions, etc. should be kept subdued so that it cannot be heard outside of the living unit.
- Conversations in the stairwells, lobbies, hallways, breezeways or lounges should be conducted quietly.
- University Housing Staff may confront residents who are making too much noise even if they have not yet received a complaint.
- Residents confronted by University Housing staff or other residents due to noise levels are expected to reduce the noise level immediately.
- Courtesy hours should be observed 24 hours a day. If someone complains about noise; it is noise. Residents who are frequently confronted about noise complaints may be subject to discipline.
- Quiet Hours are established for more intense “quietness.” From Sunday-Thursday, quiet hours are from 10 p.m. – 9 a.m. On Friday and Saturday, quiet hours are from 12 a.m. – 12 p.m. All noise should be kept to a minimum during these times. This includes common areas such as stairwells, lobbies, hallways, breezeways and lounges.
- Students who repeatedly violate the Quiet Hours policy may have their residency terminated.

Finals Week and Noise

Twenty-four hour quiet hours start at 5 p.m. the Friday before exams begin and continue until 12 p.m. the following Saturday. During this time no noise should be heard coming from any room, apartment or common area at any time, day or night. Please be respectful of your neighbors during this stressful time!

Pet Policy

The ONLY pets that are allowed in University Housing are fish in an aquarium. Aquariums are limited to 30 gallons. Residents may not volunteer to watch a pet nor have one visit. If it is confirmed that you have an animal in your living unit, your residency may be terminated. Residents are discouraged from feeding the wildlife (for example, geese, deer, cats, etc).

Cleaning Guidelines

Cleaning Contracts may be issued by your Community Director or Resident Assistant to those residents not maintaining a clean and sanitary living unit. A probationary period will be established by your Community Director and cleaning checks will be conducted at random during the probation period. Failure to maintain a clean and sanitary living unit after a Cleaning Contract has been issued may result in termination of residency. Residents are responsible for maintaining living units in a consistently clean and sanitary condition. The following standards apply:

- Living units must be kept clean and free of dirt. Properly dispose of trash and garbage in dumpsters/trash rooms.
- All roommates will share the cleaning duties equally in the common living area, unless all are mutually agreeable to another arrangement.
- All walks, hallways, patios, grounds and balconies within ten feet of a resident’s apartment must be kept clean and clear of litter and debris.

- Halls, lounges, kitchenettes, stoves and microwaves in residence halls must be kept clean and clear of litter and debris.
- Trash and/or garbage must be placed either in the garbage receptacle within the apartment or in the dumpsters provided in each area near the apartments and in each trash room on each residence hall floor.
- All furnishings, fixtures, walls, ceilings and living unit surfaces are to be kept clean and free of damage.

Occupancy Policy

These limits have been defined for the safety of residents. Exceeding the capacity may result in structural damage to floors, ceilings, and balconies. The cost of repairs will be the responsibility of the resident.

Bluff, Prairie and Woodland Halls. A maximum of 9 persons may occupy a room at any time.

Evergreen Hall. A maximum of 4 times the number of residents who live in the unit may occupy the unit at any time.

Cougar Village. A maximum of 20 persons may occupy a first floor apartment, a maximum of 11 persons may occupy a second floor apartment, a maximum of 5 persons may occupy a balcony.

Guest Policies

Residents are responsible for the actions of their guests (including financial responsibility for damages) at all times. Residents should inform their guests of University Housing policies and make sure they adhere to them. A guest is defined as anyone (friend or family member) who is not an assigned resident of the living unit they are visiting and is voluntarily allowed admittance by a contracted resident of that living unit.

In Bluff, Prairie, Woodland and Evergreen Halls, guests must be signed in at the front desk and must be escorted by their host at all times while in the living areas of University Housing. Guests include friends, parents and relatives. All guests high school age and above must leave a valid picture I.D. Guests in Cougar Village do not need to be registered at the Commons.

A guest may not use a resident's key or Cougar Card. Failure to properly register and/or escort visitors may result in loss of hosting privileges. Guests who violate University Housing policies may be asked to leave at any time. *In all University Housing facilities, guests who are not registered overnight guests must leave by 2 a.m.*

Overnight Guests

An overnight guest is defined as an individual who is visiting in any living unit past 2 a.m. For those individuals living in residences halls, any individual living in the same hall that does not reside in the room is considered an overnight guest. In Bluff, Prairie and Woodland Halls the appropriate paperwork must be submitted to host an overnight guest.

In order to have an overnight guest approved in Bluff, Prairie and Woodland Halls, you must obtain a "Residence Hall Overnight Guest Registration" form from your front desk. The form must be completed and submitted either upon or prior to your guest(s) arrival on campus. You will need your roommate's signature on the "Residence Hall Overnight Guest Registration" form. Please note, these signatures are verified by the staff and forgery of

your roommate(s) signature constitutes a violation of the overnight guest policy and will result in disciplinary action.

Thirty days after the beginning of each semester, you and your roommate may complete the Residence Hall Overnight Guest Registration Waiver form. This is an optional form that allows you to host an overnight guest without your roommate signing the Residence Hall Overnight Guest Registration form for each overnight guest. At any point during the semester, roommates can agree to discontinue the waiver and return to approving overnight guests for each occurrence. Roommates will need to complete a new waiver at the beginning of each semester. All other guest and overnight guest policies still apply.

In all University Housing facilities, a maximum of (2) two guests may be approved for the same night, with no more than two single guests in a single living unit per night. Guests will not be able to stay any more than three nights. If a guest stays for three consecutive nights, a time period of no less than seven days, starting from the last day the guest was registered, must elapse before that same individual may be registered as an overnight guest again. Residents are responsible for any damages or conflicts caused by their guests. When residence hall guests arrive, their hosts are required to sign them in at the front desk. Overnight parking passes may also be requested on this form and may be picked up at your area front desk upon the guest’s arrival.

Unauthorized Guests

All residents of a living unit are subject to discipline if unauthorized guests are discovered by University Housing staff. All overnight guests are considered unauthorized unless the resident makes a written request that is signed by his/her roommate for approval to the Community Director.

Community Responsibilities and Rights

Residents of University Housing possess specific rights while living and learning in Housing facilities. With these rights come reciprocal responsibilities to ensure the same rights for other members of the community.

Resident Responsibilities	Resident Rights
You have the responsibility to learn and adhere to the rules and regulations of the University and University Housing as stated in the Living Guide, Code of Student Conduct, and the Terms and Conditions of your contract.	You have the right to be informed of what is expected of you and your behavior while in University Housing.
You have the responsibility to uphold security policies, cleaning policies, and to keep your room/suite/apartment/ bathroom door locked.	You have the right to live in a safe and sanitary living environment.
You have the responsibility to observe quiet hours and courtesy hours and to respectfully confront others who are interfering with sleep and study.	You have the right to a reasonably peaceful and quiet space in which you can sleep and study.

You have the responsibility to let your roommate know your preferences for sleep, study, guests and sharing belongings; and work through any differences in a mature and kind manner.	You have the right to articulate your reasonable needs within your living unit.
You have the responsibility to act in a kind, mature and civil manner when interacting with others, including interactions via social media.	You have the right to be free of fear from intimidation and physical or emotional harm; to be treated with dignity and respect.
You have the responsibility to comply with all University Housing policies and reasonable requests from University Housing personnel, including showing I.D., scheduling meetings, etc.	You have the right to address grievances with University Housing staff in a civil manner; paying attention to time, place and manner.
You have the responsibility to be an involved member of the community. Involvement is not required, but has been shown to increase satisfaction with the college experience and promote growth and learning.	You have the right to participate in events funded by your Campus Housing Activity Fee dollars.
You have the responsibility to make smart, healthy choices; choices that do not negatively impact the community, yourself, and/or others.	You have the right to the assistance of University Housing staff when you need help with a problem.

Child Behavior Guidelines for Families

Cougar Village is a living and learning environment composed of people of all ages. The University Housing staff wants each resident to enjoy a minimum of restriction in his/her personal life; however, to help ensure the safety of children (non-students, under 18 years of age, residing in Cougar Village family apartments) and to ensure that apartment living is satisfying for the entire community, the following guidelines have been developed:

1. Parents are responsible for the supervision of their children at all times. Children under 10 must be supervised by an adult at all times and may not be issued a lock out key at any time.
2. Play which is disturbing to residents is prohibited within reason after 9 p.m. or anytime during finals week.
3. Children who have not completed the 5th grade are not permitted to play outside of their apartments after the exterior lights come on unless accompanied by an adult.
4. Playing in hallways is prohibited.
5. The use of sports equipment (i.e., balls, bats, etc.) is permitted only on baseball fields and in open areas, away from all buildings.
6. The use of weapons and toys capable of inflicting bodily harm is prohibited (i.e., knives, BB guns, darts, bow and arrows, squirt guns containing anything, pistols, sling shots, etc.)
7. Any damage to University property (i.e., air conditioners, playground equipment, mailboxes, building walls, etc.) caused by children will be charged to the resident parent.

8. Children are not permitted to play in or near garbage dumpsters or air conditioning units.
9. Children are not allowed to climb trees or hang on the limbs.
10. Parents are responsible for cleaning all trash littered by their children. This includes trash left on the grounds of Cougar Village or in Cougar Lake.
11. Parents must accompany all children under age 10 to University Housing programs unless otherwise specified by University Housing staff or program fliers.
12. Cougar Village is state property. All state laws apply.

Enforcement

While primary responsibility for supervision of a child rests with the parent or guardian, members of the community also share responsibility for maintaining a safe, harmonious environment. Should a child be seen violating the "Child Behavior Guidelines," the behavior in question (unless warranting official intervention) should be brought to the attention of the child and his/her parent or guardian and a report should be made to University Housing staff. Depending on the severity of the case, disciplinary action may be taken against the contracted parent/guardian.

Cleaning Contracts

Cleaning contracts will be delivered to all single student living units. Roommates are required to discuss and agree upon an **equal** division of labor regarding cleaning responsibilities. Each roommate will sign his/her name next to the items which he/she has agreed to clean. The Community Director or Resident Assistant will refer to the cleaning contracts if the residents fail to adhere to the contract.

The cleaning contract should identify the individual responsible for the cleaning deficiencies. Those individuals responsible for not cleaning items listed in a failed cleaning inspection report will be responsible for correcting the deficiencies. Unsigned contracts signify that all roommates are responsible for the consequences.

If your living unit fails to pass the safety inspection, a notice will be left on your dining room table or a desk closest to the door. Contact your Resident Assistant and 48 hours will be allotted for correcting the deficiencies.

When a resident(s) fails to correct the deficiencies in 48 hours, he/she is subject to three unannounced inspections in one week. Continual failure to meet safety and cleaning standards may result in disciplinary action.

Cleaning Guidelines

Cleaning Contracts may be issued by your Community Director or Resident Assistant to those residents not maintaining a clean and sanitary living unit. A probationary period will be established by your Community Director and cleaning checks will be conducted at random during the probation period. Failure to maintain a clean and sanitary living unit after a Cleaning Contract has been issued may result in termination of residency.

Residents are responsible for maintaining living units in a consistently clean and sanitary condition. The following standards apply:

1. Living units must be kept clean and free of dirt. Properly dispose of trash and garbage in dumpsters/trash rooms.
2. All roommates will share the cleaning duties equally in the common living area, unless all are mutually agreeable to another arrangement.

3. All walks, hallways, patios, grounds and balconies within ten feet of a resident's apartment must be kept clean and clear of litter and debris.
4. Halls, lounges, kitchenettes, stoves and microwaves in residence halls must be kept clean and clear of litter and debris.
5. Trash and/or garbage must be placed either in the garbage receptacle within the apartment or in the dumpsters provided in each area near the apartments and in each trash room on each residence hall floor.
6. All furnishings, fixtures, walls, ceilings and living unit surfaces are to be kept clean and free of damage.

Damages

The following information will help you avoid damage charges:

1. Residents are responsible for the care of their living unit and of all furniture, equipment and attachments within it.
2. All breakage, damage and the need for general maintenance and repairs must be reported to University Housing Facilities Management. Residents should submit a Maintenance Request via siue.edu/housing. The University will make all such repairs with charges assessed to the resident(s) responsible for the damages.
3. Misuse of Furniture - Residents may not alter University furniture in their living unit beyond its intended set-up methods (i.e. - using cinder blocks, etc.). Mattresses and bed springs must remain on their respective frames. In addition, dressers, desks, and bed ends (except to bunk beds) may not be stacked in any way due to safety considerations. All University furniture should remain in the living unit. Persons found in violation of this policy may face disciplinary action.
4. Items for which damage charges are usually assessed are:
 - Broken Cougar Village thermostats
 - Holes caused by decorating; residents are responsible for damages resulting from unapproved decoration
 - Dirty living units not meeting standards as specified by the check out list
 - Scarred or broken furniture, fixtures, and equipment, including removal of doors from bedroom closets
 - Burns to University furniture and other damage caused by smoking in the living unit including the smell of smoke.
 - Cost of repairs or replacement resulting from accidental or willful damage
 - Excessive damage to walls, wood and metal surfaces, sink counter tops, floors, and any University property
 - All damage caused by vehicles driven through grass or within the clusters
 - Any damage caused by guests
5. Residents are responsible for damages if they undertake repairs of any nature. Residents tampering with items that require repair by University Housing Facilities Management can be charged for resulting damages. The physical condition of the living unit should not be altered. Additional violations of maintenance policies and regulations could result in the termination of residency.

NOTICE: The cost of repairs is often very high with hourly rates being paid at the state prevailing rate. Overtime and after hours wages range from time and a half or double time

dependent upon repair. Parts are also very costly because they usually involve special ordering in small quantities.

Cleaning Inspection Standards

Cleaning inspections are conducted by Resident Assistants 1-2 times per semester and twice in the summer. The purpose of this inspection is to check the conditions relative to standards required by University Housing.

Residents will receive advance notice from their Community Director or Resident Assistant informing them when this inspection will take place as well as guidelines for the inspection.

RAs will open 500 side Cougar Village apartment furnace doors in advance of a cleaning inspection. Residents will be notified of this entry date. A complete list of cleaning inspection standards can be found in the complete University Housing Living Guide at siue.edu/housing.

Common Area Furniture

Lounge and other common area furniture is for the enjoyment of all residents. Residents found with common area furniture in their living units will be charged for removal and subject to disciplinary action.

Community Property

Community properties owned by University Housing such as pushcarts, shopping baskets and laundry carts have been specifically placed in each community. The use of these items should be considered a privilege and as such should not be misused or mistreated in any way, shape or form. After an individual is done using such an item they are required to return it back to the appropriate storage area. The practice of leaving these items in the hallway or on walking paths presents a danger to others living in the community in the event of an emergency and also goes against the idea of shared community property for the benefit of all the residents residing within that area. The storage of such property in one's apartment or room is also strictly prohibited. In the event a resident is found responsible for creating an unsafe situation by leaving a pushcart, laundry cart, or shopping cart in the hallway or walking path, or by storing such an item in their room, appropriate disciplinary action will follow.

Roommate Agreement

Chances are you have never shared a living space with someone else or with the person you are now living with. Being a good roommate and your overall University Housing experience will depend upon your ability to listen, communicate and compromise. You and your roommate will be expected to complete a Roommate Agreement the first week of residency. Your RA can help facilitate this Agreement and provide guidance.

Community Agreements

In order to make the on-campus living experience positive for all students, members of each community will be expected to participate in the creation of a Community Agreement. Very similar to a Roommate Agreement, a Community Agreement is a document created by a wing or apartment building that outlines the expectations and goals that the community wishes to either adhere to or achieve throughout the academic year. The purpose of the document is to facilitate the creation of a healthy, safe, fun, and academically successful community. The RA helps facilitate the Community Agreement process and a copy of the completed Community Agreement will be posted in every community.

A community agreement does not change policy; the Living Guide contains all official policies for University Housing. However, Housing policies have been changed in the past as a result of student activism through Area Council and the Residence Housing Association (RHA).

Decorating and Painting

To avoid excessive damage and repair costs, which would cause future rents to increase, you are expected to comply with the following guidelines or to pay for the repairs necessitated by non-compliance.

Decorating Guidelines

- All material used as wall decoration cannot cover more than 1/3 of a wall.
- If you want to hang anything on the wall, with the exception of the kitchen and bathroom walls, use tacks, push pins, or small nails on a limited basis. Do not use tacks on wooden surfaces! Residents will be charged for repairs from excessive use of tacks, push pins, nail damage, and any clean-up associated with using adhesive tape from tape, glow stars, and other adhesive items attached to painted surfaces.
- The kitchens and bathrooms at Cougar Village apartments have been painted with enamel. You may not paint, puncture or otherwise mutilate the walls. Puncture marks will cause this paint to peel.
- Curtain rods/blinds will not support the weight of hanging plants.
- The use of tape, nails and adhesives is prohibited on living unit doors.
- Do not use tape on any painted surfaces.
- Dart boards are not allowed on any wall or door in the living units or in the hallways.
- Residents should contact their Community Director or Assistant Community Director before decoration or personalizing is done. Decorating which is not approved may result in charges to restore the living unit to its original condition. The request for approval must be in writing and will be kept in the resident's file.
- Nets, flags, and/or other items may not be hung from the ceiling.
- University furniture may not be removed from living units. Personal furniture may be placed in living units with the consent of all the residents of the unit.
- University property (i.e., outside lamp globes or University traffic signs), other than property of University Housing is not allowed in a living unit. Residents in possession of such material will have items confiscated and may receive fines and/or disciplinary action.
- Venetian or mini blinds may not be installed in Cougar Village. The hardware used to hang the blinds damages the walls.
- Nothing may be hung on the outside of windows, building exteriors or on the balconies.
- Do not remove curtains or change curtain hardware.
- Windows must be kept clear of tape, stickers, posters and signs that face outward.
- University lighting fixtures are not to be altered or substituted for hard wired fixtures such as ceiling fans.
- Constructions such as panels, dividers, lofts, wall-mounted shelves and non-university bunks are not permitted.

Holiday Decorating Safety Regulations

- Only artificial Christmas trees shall be permitted in living units. No lights may be used on aluminum trees since vibrations cut through the wiring insulation and cause the tree to become completely electrified.
- No lights are permitted around the outside of doors, windows, or balconies/patios, as the power line passing through the door or window frame to an outlet could short the power.

- All decorations used on the inside of any University Housing building must be flameproof or made from material that is flame retardant.
- “Christmas Snow” or any decorations such as this may not be used on University property. This includes windows, doors, walls, brick and siding. This type of decoration has a tendency to be hard to remove and does not come off completely, leaving a stain.

Painting/Adhesive Papers

Residents are NOT allowed to paint their living units. Wallpapering, paneling, contact paper (including adhesive shelf liners), or any other type of adhesive materials (such as wallpaper borders) are not permitted on any wall or other surface within the living unit.

Items Left Outside of Storage Closets and in Hallways/Breezeways

Bicycles and other personal property left outside or improperly stored in the storage closets on the Cougar Village 500 side, in any hallway, breezeway, or stairwell, or abandoned in a living unit will be removed without notice and held for 30 days by University Housing. Abandoned property from a living unit will be inventoried before it is stored for 30 days. These items present a fire hazard in the storage areas due to the electrical equipment housed there and a safety hazard in hallways, breezeways and stairwells. If items are reclaimed, a \$25 charge will be issued at the time of reclamation. Abandoned property will be donated to charity or disposed of as state property through appropriate procurement protocol.

Sidewalk Policy - Cougar Village

Sidewalks are closed for all normal traffic. Sidewalks can be used for vehicles or for moving in or out of apartments if the following guidelines are followed:

- Sidewalk access is allowed during check-in/out and during Winter Break only.
- Any vehicle parked on the grounds or sidewalk may be charged for damages and towing. All vehicles must stay on the wide service roads.
- Unauthorized vehicles blocking service drives and entrances will receive a ticket and be towed by SIUE Police Department.
- All vehicles must use the flashers and must not exceed five miles per hour when traveling on the sidewalks.
- All vehicles are limited to 15 minutes on the sidewalks during move-in and move-out.
- Emergency access gates have been installed on the 400 side of Cougar Village. Residents may request access from the Community Director or designee at Cougar Village during move-in, move-out or for space changes. Gate cards will be checked out for a maximum of two hours per apartment. Any resident found to be in violation of these procedures will face disciplinary action from University Housing, and possible ticketing and towing by the SIUPD.

Solicitation/Resident Businesses

Off-campus vendors are not allowed to solicit business in University Housing. Residents should call University Police when a vendor tries to sell items or distribute materials on University property. Residents may not conduct businesses from their residences. These businesses include advertised services such as nail design and hair styling where money is exchanged. Demonstrations, such as Mary Kay or Avon, may be conducted in University Housing as long as no orders are taken on the premises.

Thermostat Damage

Damaging or trying to alter thermostats or residence hall temperature control units will result in damage charges and disciplinary action against the residents of a living unit. Any attempt to “trick” the thermostat by exposing it to abnormal heat or cold will also be cause for disciplinary action.

Temperature Control

Residence Halls

Each residence hall is on one heating and cooling system, which means that you will only have heat or air conditioning at any one time. The switch from heat to A/C is done as the weather dictates. On the heating and cooling units in each living unit, there is a warmer and cooler dial and a fan speed switch.

Cougar Village

Air conditioners for Cougar Village apartments cannot be used before May or after October. In an effort to conserve energy, preset thermostats are installed in all apartments. These thermostats range from 68 to 74 degrees. Do not attempt to turn thermostats beyond the pre-adjusted limits. Charges will result if these thermostats are damaged in an effort to go beyond the established limits or alter the operation of the thermostats. Do not sit or place personal items on the condensing units located outside the apartment buildings.

Toilets

Do not attempt to flush paper towels, cotton swabs, personal hygiene products or anything plastic down the toilet. Plungers are available at the front desks of the residence halls and at the Commons Desk. All bubbling or gurgling toilets should be referred to UHFM (x3626) as soon as possible. After 3:30 p.m. the resident should contact your RA immediately. If your RA is unavailable contact the University Police Department at (618) 650-3324. If a toilet becomes clogged, the use of water anywhere in the living unit should be discontinued until the toilet is unclogged. This may prevent possible flooding.

Trash Containers/Trash Disposal

Trash containers in your living unit should not exceed 10 gallons in size. Containers larger than this allow trash to accumulate to an unreasonable amount, which rises cleaning and health concerns.

Trash must be secured in plastic bags and placed in residence hall trash carts or Cougar Village dumpsters. Trash rooms are located on each floor in the residence halls. For your convenience, trash receptacles are located in the parking lots near buildings 404, 406, 416, 421, 422, 426, 505, 508, 512, 513, 515, 520, 527, and 531 at Cougar Village. Trash should not be left in hallways, breezeways, stairways, public trash barrels, recycling containers, or anywhere on the grounds of University Housing. Residents disposing of items improperly will be charged \$25 per bag for its removal and will be subject to discipline.

Washers and Dryers

Washers and dryers are not permitted in the living units. Laundry facilities are available in all residence halls, the Cougar Village Commons Building, and in buildings 405 & 429 of Cougar Village (see page 38).

Windows

Windows with window safety stops must be intact at all times. Hanging, dropping or throwing anything from an open window, including using the window for entry or exit purposes, will result in disciplinary action. Windows must be kept clear of tape, stickers, posters and signs that face outward. Windows should remain closed if the heating or cooling system is running in your living unit.

Window Screens

Leave all screens attached to your windows. If staff members observe an unfastened screen, they will reinstall it and residents may be charged. If the screen is missing or damaged, staff members will request a new screen and the residents will be charged for the replacement.

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