

RESIDENCE LIFE POLICIES

Living on campus at Ohio Dominican University provides interaction with people of diverse backgrounds, values, and lifestyles. As a member of the community, residents are responsible for any behaviors that infringe on individual and/or group rights, jeopardize the health and/or safety of individuals and/or property, both personal and/or University. All residents must abide by the regulations of the University and the residence halls and are responsible for being familiar either all policies contained in this Handbook.

The goal of the Residence Life program is to develop an environment where an individual can grow and develop socially, emotionally, physically, and intellectually. Ohio Dominican employs professional and paraprofessional staff in the Residence Life area. Residents have ready access to Resident Assistants (RA's), assigned to a residence hall floor to plan programs, enforce policies, and provide residents with support and information. The Director of Residence Life manages all aspects of residence life.

1. ACCESS TO RESIDENCE HALLS & ROOMS

All residents will use their Panther ID Card for access into the residence halls. Access to the residence halls is shut off when halls are closed for Thanksgiving, Semester Break, and Spring Break.

If a resident's Panther Card is lost, notify the Public Safety Department immediately to have a block placed on the card. Replacement ID cards may be obtained in the Business Office for a fee of \$15.00, due at time of replacement.

Any individuals who provide unauthorized access to the residence halls are in violation of University policy and subject to the conduct process. Any student who enters a room without the authorization of the resident or a University official in the case where the room is vacant is in violation of University policy and subject to the conduct process.

Residents are issued a room key when checking into the residence hall. Residents are not to lend the keys to anyone. Residents must lock their rooms at all times.

It is a violation of University policy to duplicate keys to any residence hall door.

Residents are financially responsible for the cost of changing locks and producing keys to residence hall doors if they do not return their keys at check out. The cost of a lock change and replacement of the key is \$200. Residents who are locked out of their rooms should contact the RA or Hall Director on duty for entry to their room. Students will be assessed a \$5 fee. After the third lock out the resident will be assessed a \$10 charge.

Students are not allowed on roofs or ledges of any Residence Halls or other buildings on campus. Students also may not sit in open windows. Where provided, screens are required to be in resident's windows at all times. No objects are to be thrown out of windows.

2. ALCOHOL

Open containers are not permitted in common areas. Common areas include, but are not limited to lounges, lobbies, hallways, restrooms, laundry rooms, computer labs, and the common area of a suite. Beer, wine and wine coolers in non-glass containers is the only alcohol permitted in a room of a resident 21 and older. Liquor and energy drinks with alcohol are not permitted regardless of the age of the individual. Alcohol in the presence of anyone under 21 will be confiscated, poured out, and all parties in the room will be subject to disciplinary sanctions. The presence of alcohol paraphernalia, including, but not limited to, shot glasses, empty bottles, and posters are prohibited. (See the complete alcohol policy on page 19).

3. CHECK IN/CHECK OUT

It is the responsibility of all residents to be familiar with the dates and times throughout the academic year when the Residence Halls will be opened and closed. This information is made available from the time the student signs their housing contract and throughout the year in both the ODU Student Handbook and on the website.

Upon arrival and departure, all residents of a room are required to complete a Room History Form. The form is completed in collaboration with a Residence Life staff member, and it documents the condition of items in the room.

When a student prepares to leave the Residence Halls they are required to complete a formal check out or request an express check out envelope from a Residence Life Staff member. If a resident requests express check out they do not have right to appeal any charges for damages or trash found in the room.

Students failing to properly checkout and leave their room key with the Residence Life staff may be assessed fees to replace keys, change locks, and an improper check-out fee. Students leaving their rooms in an unacceptable manner will be assessed the cost of cleaning the room with a minimum charge of \$25.

Students remaining in the residence halls after the designated check out time will automatically be charged a late check-out fee of \$50.00 for the first hour. The amount will increase to an additional \$100.00 fine if the student remains in the residence halls two hours or more after check-out. Fines for late check-out are final cannot be appealed. It is up to the student to request written permission from the Director of Residence Life up to 24 hours prior to the designated check-out.

4. COMMUNITY PROPERTY

For convenience, the residence halls are equipped with washers, dryers, lounge furniture, TVs, computers, printers, and vending machines. Use of these machines is limited to residents and their guests. Residents should report inoperable machines or appliances to Residence Life staff. Copiers are located in Fitzpatrick and Sansbury Halls, as well as in Spangler Learning Center, for use by students. Tampering with or maliciously damaging any University property is prohibited. See Damages & Liability section for more information.

5. COMPUTERS

University owned computers in labs and lounges are to be used for academic purposes. Students listening to music should utilize earphones.

Students are not permitted to view sexually explicit materials on computers in public areas, including but not limited to lounges, computer labs and other common areas.

6. COMPLICITY

A complicit student is someone who is present during the planning or commission of any violation, condoning, supporting, or encouraging any violation or aiding and abetting another person in any violation of the Code of Conduct. Students who anticipate or observe a violation of the Code of Conduct are expected to remove themselves from association or participation and are expected to report the violation.

7. CONSOLIDATION OF ROOMS

Any student who finds him/her self residing in a room that is not at its designated capacity will be given two weeks to find a roommate on his/her own. Capacity for the room is determined by the Director of Residence Life before the start of the academic year. If the student is unable to find a roommate, he/she will be consolidated with another student. Additional information regarding consolidation may be obtained from the Director of Residence Life. Any student living in a room that is under capacity and refuses a roommate without legitimate reasons, or attempts to harass or intimidate a roommate, will be removed from his/her room and consolidated with another student. Consolidation is not subject to the particular preference of the individual resident. It is a standard practice in most residence life programs. Information on the designated capacity for each style of room can be obtained from the Director of Residence Life.

8. DRUGS/ILLEGAL SUBSTANCES

Ohio Dominican University disapproves of the illegal use, possession, and distribution of illegal drugs and drug paraphernalia. The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, possession, complicity, use, and/ or distribution of illegal drugs, including prescription drugs, or possession or use of drug paraphernalia is strictly prohibited. Students who violate the drug policy are subject to, University disciplinary sanctions, and may also be subject to local, state, or federal charges.

If the student is found responsible for the violation, the sanction is mandatory expulsion from the residence halls with no refund. Public Safety Officers accompanied by a Residence Life staff member may search a student's room if drug policy violation is suspected or reported.

9. DAMAGES AND LIABILITY

All residents are encouraged to carry **renters insurance** while living in campus housing. The University is not responsible for lost, stolen, or damaged property.

Residents are held liable for damages to public areas of the residence halls when the individual(s) responsible are not identified. The resulting charge for damage to the public areas on a floor will be divided among the floor residents. Damage charges for the general public will be divided among the residents of the hall.

Residents who observe vandalism within the residence halls, and who do not report the vandalism to Residence Life staff members, may also be found financially or judicially liable for damages and may be subject to the University conduct process. All residents of a room are held mutually liable for damages to the room once occupancy is established. An individual resident of a room is solely liable for damages to the room when individual responsibility for the damages can be clearly established.

10. DOOR AND WINDOW DISPLAYS

Items attached to room doors or otherwise in public view determined to be inconsistent with the values of the Dominican tradition, or of which are negatively affecting the community dynamic, will be removed. No posted item should contain alcohol related advertising, sexually related materials or solicitations.

11. ELECTRICAL APPLIANCES

All electrical appliances must bear the Fire Underwriters Approval Seal and be in good condition. Hot plates, electric skillets, air conditioners, space heaters, toasters, indoor grills, toaster ovens, coffee makers, crock pots, halogen products, sun lamps, and any other appliance with an open heating element are not approved for use or possession in the residence halls.

12. FIRE SAFETY

No candles or open flames are allowed inside any buildings. When a fire alarm sounds, all persons must move quickly to the nearest exit to a safe location. The Department of Public Safety should be contacted immediately (614) 251-4700.

- Arson – the University has a zero tolerance for arson committed by a student or guest. Arson is a felony and criminal penalties will be enforced.
- Tampering – Life Safety Equipment includes fire alarm systems, fire extinguishers, smoke alarms, etc. Misuse of any of this equipment will result in disciplinary action and fines starting at \$150.00.
- Failure to evacuate when any alarm sounds and follow instruction of any ODU staff person will result in fines charged to the student and possible disciplinary action.
- Lamp oils, candles, or other flammables are not permitted in any building
- Hindering or impairing the ability of others to respond to the instructions of emergency or safety personnel will result in disciplinary actions
- Interfering, disrupting, or hampering the actions of emergency or safety personnel will result in disciplinary actions

13. MEAL PLANS

Ohio Dominican requires that students living in the residence halls participate in a meal plan. All incoming freshmen students are required to select the 320 meal plan for their entire freshmen year. Exemptions from this policy are granted for documented medical reasons only and require a

written submission to the Director of Residence Life. Residents have until Friday of the first week of classes each semester to request a change in meal plan (unless current Freshman). This request must be made in writing by the student from the student's ODU email account and must be received by the Office of Residence Life no later than 5:00 pm. Emails should be sent to reslife@ohiodominican.edu. Failure to submit the request properly will be denied. After the deadline the revised meal plan cannot be changed for the remainder of the semester.

14. GUESTS/VISITATION

Ohio Dominican residents may visit each other 24 hours per day for the purpose of study and quiet social activity with the mutual agreement of all roommates. Disturbing noise and excessive visitation will not be tolerated and will be addressed by the Residence Life staff. Should the frequency of such visits be deemed an inconvenience to other residents or contradiction to the purposes of this privilege, it will be suspended or terminated by Residence Life staff.

A guest is anyone who does not reside in a specific room of the residence hall. Non-resident guests may visit between 10:00am and 12:00 midnight, Sunday through Thursday, and 10:00am and 2:00am, Friday and Saturday. Guests are permitted in each of the residence hall lobbies 24 hours a day.

All guests who are not Ohio Dominican resident students must sign in at the front desk of the residence hall they are visiting. Guests will be required to leave a valid picture ID at the desk and be escorted by the resident. Ohio Dominican students who commute to campus must show their ODU ID card upon entering the residence halls. All guests must comply with the visitation hours. Failure to do so will result in the loss of visitation privileges for both the resident and guest.

Residents are advised to acquaint their guests with University/residence hall policies as residents are held fully responsible for the behavior and actions of their guests. Residents are responsible for escorting their guest at all times while on campus. Should a guest's behavior come into question, the University may require that such a guest leave the premises and/or insist that such a guest's privilege to visit be suspended or terminated.

Any resident who wishes to host an overnight guest must register the guest with the Office of Residence Life. Overnight privileges are limited to no more than three (3) consecutive nights. No single visitor will be permitted this privilege more than three nights per month. Arrangements for visitors under the age of 18 must be made with the Director of Residence Life. No overnight guests of the opposite sex will be allowed.

Guests/Visitors are not allowed in the Residence Halls during break periods regardless of whether or not the Residence Halls are open or closed. Additionally, guests/visitors are not allowed in the residence halls during early move-in/late check-out periods without the express written consent of the Director of Residence Life. Guests & residents found in violation of this provision may be removed from housing immediately and privileges may be suspended.

Guests or visitors with a vehicle on campus are required to register that vehicle at the Public Safety office, located in suite 116 in the Griffin Student Center and must park in the Gold lot.

15. HOUSING OPTIONS

Any student who wishes to be released from a housing contract or waived from the residency requirements must submit a written request to the Director of Residence Life. The Director of Residence Life will review requests. Students will be notified of the decisions by the Director of Residence Life. The decision of the Director of Residence Life is final and may not be appealed.

16. LAUNDRY

Laundry rooms are available in each residence hall. Every resident will be billed \$22 each semester for laundry services. Residents have unlimited use of the laundry machines. The University does not assume any responsibility for clothing or personal property. Misuse or abuse of the laundry machines can render them inoperable until a repair technician is available. Residents are asked to take notice of signage posted in the laundry facilities about under and overloading the laundry machines.

17. LOUNGE AREAS

Common areas for resident students are set up for ordinary visiting and for limited indoor recreational activities. Students are expected to be considerate of the furnishings supplied there and should keep this area clean and respectable for visitors. **Furnishings for the lounge areas are for common usage. Students removing such are subject to a \$50 fine per item plus disciplinary action.**

18. MAIL

All mail and packages for resident students are received Monday - Friday at the University Mailroom. Residence Hall staff will pick up the student U.S. mail and packages and distributes them to student mailboxes in the Residence Halls. The mailboxes are accessible 24 hours a day, 7 days a week.

19. PERSONAL PROPERTY

Ohio Dominican University assumes no liability for the theft, loss, or damage of personal property. The University does not carry insurance on personal property. **Students are strongly encouraged to carry renters insurance for all personal property.** In many instances, students away from home are not included in their parents' insurance policies.

ODU does not provide storage space. Students are to remove all personal possessions when moving out of the room.

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, personal computers, and lamps. If the appliance has a heating element, the element must be enclosed. No halogen products are permitted in the residence halls. Cooking with a device other than a microwave oven is prohibited in resident rooms. Toasters, toaster ovens, indoor grills, electric skillet, crock pots, and hot plates are prohibited. Open flames are not permitted in residence hall rooms. This includes, but is not limited to, candles, oil lamps, and the burning of incense.

Residents are allowed to keep a single refrigerator of 4.0 cubic feet maximum capacity per room. In lieu of one refrigerator, two 2.3 cubic feet

refrigerators are permitted in each room. All refrigerators must be emptied and cleaned prior to each semester break.

Residents may add limited personal furniture to their room, provided that the furnishings do not endanger resident safety or restrict reasonable freedom of movement within shared living space. Waterbeds or any other large receptacle of water are not permitted. Pets of any kind are not permitted.

20. RESIDENCE HALL CALENDAR

All incoming and returning students are responsible for the calendar information below. This information has been provided to each student upon receipt of a completed housing contract, and is accessible on the residence life website the preceding spring. The residence halls will be open to residents during the academic year in accordance with the calendar below. At the end of each semester all residents are required to leave the residence halls within 24 hours after completing their last final exam. Only students registered for the current or next academic term are permitted campus residency privileges. For students enrolled during the traditional academic year, the follow table provides the dates for residence hall occupancy:

SEMESTER BEGINS – FALL 2013

Friday, August 16	3 p.m. – 7 p.m.	New Students Move-In
Sunday, August 18	10 a.m. – 7 p.m.	Returning Students Move In

FALL BREAK

Begins Sunday, October 13 after all classes All classes resume Wednesday, October 16
Halls remain open for all students

THANKSGIVING BREAK

Wednesday, November 27	Noon	Halls Close; all students out
Sunday, December 1	Noon	Halls Re-Open

SEMESTER ENDS

Friday, December 13	Noon	Halls Close for non-graduates
Sunday, December 15	Noon	Graduates Check-out

SEMESTER BEGINS – SPRING 2014

Monday, January 12	Noon	Halls Open for Returning Students
Monday, January 12	Noon – 2 p.m.	New Students Move In

SPRING BREAK

Saturday, March 8	Noon	Halls Close; all students out
Sunday, March 16	Noon	Halls Re-Open

EASTER BREAK

Begins Thursday, April 17 - Evening classes resume Monday, April 21 – Day classes resume Tuesday, April 22 – Halls remain open for all students

SEMESTER ENDS

Friday, May 9	Noon	Halls Close for non-graduates
Sunday, May 11	Noon	Graduates Check-out; Halls close

*Students will not have access to the residence halls during times when the buildings are closed. Students need to make appropriate plans to vacate the residence halls by times specified for each break or be subject to fines. Access cards will be shut off when the residence halls are closed. **Please plan accordingly.** Students who have a Saturday or weekend class that requires them to be on campus must notify the Office of Residence Life for hall access **at least 72 hours in advance.** Students will not be granted access to the residence halls prior to the move-in or opening dates and times indicated.

21. RESIDENCE HALL DISCIPLINE

Disciplinary cases involving minor infractions of residence hall policies are handled through the Office of Residence Life. In these cases, resident students against whom a charge has been filed will respond to the charge by meeting with the Director of Residence Life or his/her designee. The Director may refer the issue to the University conduct process. Appeals of disciplinary decisions rendered at the Hall Director Level are referred to the Director of Residence Life. Appeals of disciplinary decisions rendered at the Director of Residence Life level are referred to the Dean of Student Life. Repeated or serious infractions of University policy may result in dismissal from the Residence Halls.

22. RESIDENCY REQUIREMENTS

All full-time students are required to live on campus if:

- have earned less than 56 credit hours or have not lived on campus for 4 semesters
- not living with a parent/guardian within a 40 mile radius from campus
- are receiving athletic aid

Part-time, graduate students, and LEAD students may request housing and be accommodated as space permits. Please contact the

Residence Life office

23. RESIDENT PRIVACY AND BEHAVIOR

Ohio Dominican University respects residents' rights to privacy in University housing. Nevertheless, a University official has the right to enter any part of the University premises to assess the condition of the room, identify maintenance needs, in the case of an emergency or suspected violation of University policy. A University official may enter and search University premises if there is reason to believe that federal, state, local, or University policies are being violated. Any room entry and search must be approved by the Vice President for Student Development, or designated staff member after that person has heard the related facts and believes an entry or search is necessary. In a non-emergency situation a search will be conducted in the presence of another party. Law officials may enter, search, and seize evidence in accordance with the law.

An atmosphere of general quiet is encouraged. It is the right of all residents to have an atmosphere conducive to study. It is also the responsibility of all members of the community to be cooperative with regard to noise levels and other distracting or undesirable behavior.

Doors are expected to be closed when playing the stereo or television or when conversations are at a level that can be heard in the hall. Activity must be toned down or stopped if it is disturbing other residents.

Minimum quiet hours are 9:00 pm until 12:00 noon, Sunday through Thursday and 12:00 midnight until 12:00 noon, Friday and Saturday. 24-hour quiet hours will be enforced during exam week. Courtesy hours are in effect 24 hours a day. Courtesy hours are understood to mean that should one person ask another to be quieter, this request must be honored.

24. ROOM ASSIGNMENTS

Residents are placed on a first come, first serve basis, pending the date of their paid deposit. Housing deposits are non-refundable.

All returning resident students are required to participate in the housing selection process, which takes place during the spring semester. Students who do not intend to return to the residence halls must request a change of status form from the Residence Life Office (Sansbury Hall) in order to obtain an address change. Should the student decide after June 30 that she/he wishes to live on campus she/he must reapply by submitting a Housing Contract and a deposit of \$150. These requests will be treated on a "first-come, first-serve" basis like new students.

25. ROOM CHANGES

There will be a freeze on all room changes for one month at the beginning and end of each semester. No room changes will occur during this time. The Director of Residence Life must authorize all room changes. Students wishing to change rooms should first speak with their Resident Assistant (RA) and Hall Director. Room changes will only be granted once all other attempts to resolve a roommate conflict have been eliminated. In cases where roommates have irreconcilable differences (cannot continue to live in the same room, but refuse to move to another room) and/or there is potential danger, the Director of Residence Life will decide which student(s) must move. Once the Director issues approval, the student should pick up and return keys to the Residence Hall Director. Changes made without prior authorization of the Director of Residence Life can result in the students having to move back to their original assignment in addition to any sanctions deemed necessary. Keys that are lost in the process of changing rooms are the responsibility of the student.

The student will incur the cost of a lock change (\$200) if the key to the previous room is not returned or if any keys are lost in the process of changing rooms.

If the cost of your room is affected by the room change, the cost will be prorated (weekly) or the remainder of the academic year. Unauthorized room changes are strictly prohibited. Violators will be subject to the University conduct process.

26. ROOM CONTRACTS

All students residing in campus housing are required to complete a housing contract. The housing contract will require that students acknowledge the following:

- I have read and understand the Handbook.
- I understand that this contract is binding for the full academic year. If I willingly choose to move out or I am removed from housing for judicial reasons, I remain responsible for all charges.
- I understand that I am not guaranteed a specific room within the residence hall community and I will be notified of my room assignment and roommate assignment prior to the start of the academic year.
- I understand that if my room drops below capacity, I may be reassigned a new roommate or consolidated to another room.
- I have read and understand the Residence Life Calendar that includes the dates of moving in / moving out and dates the halls are closed through the academic year. I understand that when the halls are closed, I will not be granted access and cannot reside in them during these dates.
- I understand the Residence Life Office, along with Ohio Dominican University, communicates with every student through their ODU student electronic mail (email) account. All students are strongly encouraged to check their email daily and to clean it out on a regular basis. Emails from the Residence Life Office may include notices for maintenance, lack of hot water, etc.

27. ROOM DEPOSIT

A non-refundable \$150 room deposit is required of each student not currently living in the residence halls to reserve their place in the placement process.

28. ROOM FURNISHING

Each student is responsible for keeping his/her room clean. University property may not be removed from a room or building. All rooms are equipped with a bed, desk, chair, dresser, and drapes/blinds. Residents are not permitted to paint their rooms.

29. SALES AND SOLICITATION

Solicitation of any kind is strictly prohibited. Students are not permitted to conduct business from their residence hall rooms. Bulletin boards are provided for promotion of campus events and official notices. All poster/publicity must be approved and stamped in the Office of Residence Life before publicizing. After the event, please remove the signs as soon as possible. Any signs posted on the walls will be removed.

30. TOBACCO USE

ODU is a tobacco free campus. Therefore, smoking and tobacco use is prohibited anywhere on campus, including, but not limited to, the Residence Halls. Students seeking to end their smoking habit may consult with the University Counselor or School Nurse for referral to appropriate cessation strategies.

31. SPECIAL ACCOMMODATIONS

Any request or need for special accommodations (medical, physical, academic, etc.) must be directed to the Academic Advising Office, Erskine 214, (614) 251-4234.

32. TELEPHONE SERVICES

Local phone service is provided in most rooms in the residence halls. Individuals must provide their own phone and answering machine. Students must provide their own long distance service.

33. VACATION PERIODS

A student contracts with the University for room and board for the predetermined number of days set by the official school calendar. Students requesting to remain on campus during break periods should contact the Office of Residence Life two weeks before the break begins. International students, student teachers, and other residents involved in official University functions may be eligible for housing during break periods. Any student staying and not registering will be charged a fine of \$50.00 per day for each day of the entire vacation. Residents are expected to make alternate arrangements for break periods. Only in special circumstances is a resident allowed to stay on campus during the break period. Residents with a special circumstance must obtain written approval from the Director of Residence Life 72 hours prior to the start of break in order to be eligible. There is no guarantee that requests will be granted. Each situation will be considered on a case-by-case basis. Residents will be charged a fee per day to stay.

Also, any student remaining on campus during a vacation period/break may be required to move to a residence hall room other than his/her regular room for the duration of the vacation/break. During the summer and vacation periods there may be special regulations that students must meet to live in the residence halls.

34. CLEANLINESS/HEALTH AND SAFETY INSPECTIONS

Students are required to maintain their assigned room in a clean and sanitary manner. Dishes must be promptly washed, food must be put away, and laundry must be washed regularly. Personal trash must be placed in designated bins/dumpsters and may not be left in hallways, lounges, and/or laundry rooms. Residence Life staff will perform a minimum of one health and safety inspection per room per month. These will be done during the semester as well as during break periods. Residents may or may not be present during these inspections. This policy is considered notice of such inspections. If a room fails the inspection, the residents will have 24 hours to thoroughly clean the room/suite and dispose of waste in the proper manner. If residents fail to do so within 24 hours, a University staff member will clean the room/dispose of trash and each resident will be billed for the cost. A second occurrence may result in disciplinary action.