

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

### Responsibility of the Residence Life Staff

The University has entrusted the staff of each residence hall/apartment building the responsibility of maintaining a safe and healthy living-learning environment within the residence halls and apartments. At the same time, the staff encourage the students to express individuality and act as a responsible member of the community. Residence Life staff members will educate the community about residential policies and procedures and are be responsible for enforcing those policies and procedures.

Resident Assistants (RAs) are student staff members who live alongside the students in each residence hall and serve as a primary resource for students living in the building. RAs are there to listen to students' problems, concerns, and help direct students to the appropriate place to find a resolution. RAs are student leaders that help make living on-campus an enjoyable and healthy experience.

Residents never need a specific reason to seek out their RA, but there are common items that an RA can help with:

- To talk about anything! RAs are there to listen and support you.
- To request a work order for something that is broken in your room or building.
- To hang out and form a relationship.
- To help mediate roommate conflicts.
- To check you in and out of your room.
- To suggest campus activities to attend.
- To raise questions, concerns, and comments about anything.
- To seek assistance in resolving a conflict in your building.
- To help students meet new friends and get involved on campus.
- To serve as a resource and guide for referrals.
- To help establish community standards.
- To serve as an academic role model and resource for students.

The paraprofessional staff members who supervise the RAs and each residence hall are called Graduate Resident Directors (GRDs). The GRDs live in your building and help to ensure that the community is healthy and enjoyable for everyone. GRDs hold office hours in the Office of Residence Life & Student Activities – Student Affairs located in Woodland Hall and meet with students on first- level violations of residence hall policy.

The Coordinators of Residence Life (CRLs) are professional staff members who supervise the GRDs, oversee housing, staff training, and meet with students on second-level violations of residence hall policy. The CRLs have open door policies and encourage students to visit the office and see them at any time. Here are some items they can assist you with:

- To say hello, to visit, or talk about anything.
- To suggest campus activities to attend.
- To ask questions about how to become an RA/OL.
- To ask questions about the housing selection process.
- To request a room change.
- To meet about a residence hall policy violation.
- To appeal a damage charge.

The Director of Residence Life & Student Activities (DRLSA) provides overall leadership for the office, supervises the professional staff, meets with students on high-level violations of residence hall policy, and serves as a resource for all students. Students are always welcome to visit the director:

- To say hello, to visit, or to talk about anything.
- To help find a resolution when a concern or issue has not reached a conclusion.
- To suggest ideas and offer feedback about the residence halls and living on campus.
- To invite her to a program or residence hall activity.
- To meet about a higher level residence hall policy violation.

**2016-2017 Office of Residence Life & Student Activities - Student Affairs Important Dates**

August 22 . . . . . R.I.S.E. & STEM Student Move-In

August 24 . . . . . New Student Move-In

August 27 . . . . . Returner Student Move-In September 6-9 . . . . . Residence Hall Association Elections

October 3-7 . . . . . Undergraduate Health and Safety Inspections

October 14. . . . . Winter Break Housing Request Forms available on myChatham October 17-21 . . . . . Graduate Health & Safety Inspections

October 24. . . . . OL/RA Applications Available on myChatham November 11 . . . . . Winter Break Housing Request Form Due December 10-15 . . . . . 24-Hour Quiet Hours

December 15 . . . . . Residence Halls close for Winter Break @ 8:00 p.m. December 17 . . . . .  
 Residence Halls close for graduating seniors @ Noon January 2 . . . . . Spring Staff Training

January 3 . . . . . Residence Halls open for spring housing at 9:00 a.m. January 4 . . . . .  
 Welcome Back and OL/RA Information Tables on Campus January 19 . . . . . OL/RA Applications  
 Due by 5:00 p.m. (tentative)

January 29-February 3 . . OL/RA Interviews (tentative)

February 3 . . . . . Information Session Apartment and LLC Housing Selection Process

Living Learning Community/UG Apartment Applications/Graduate Housing Intent Forms Available

February 3 . . . . . Room Selection Kick Off February 15 . . . . . National RA Appreciation  
 Day

February 17 . . . . . OL/RA Group Process Day (tentative)

February 17 . . . . . Living Learning Community/UG Apartment Applications/Graduate Housing  
 Intent Forms due to Residence Life by 5:00 p.m.

February 20-24 . . . . . Graduate Health & Safety Inspections February 24 . . . . . Summer  
 Housing Applications Available February 28-March 3 . . . Undergraduate Health and Safety Inspections  
 March 3 . . . . . OL/RA Decision Letters (tentative)

March 13 . . . . . Housing Deposits Accepted

March 17 . . . . . OL/RA Acceptance Due (tentative) March 20-24 . . . . . Maymester  
 Meetings (tentative)

March 20 . . . . . LLC Housing Decision Letters (must have paid deposit) March 20 . . . . .  
 . Apartment Housing Decision Letters (must have paid deposit)

March 24 . . . . . Housing Deposits Due

March 24 . . . . . Summer Housing Applications Due March 27-31 . . . . . Room Selection

April 21-28. . . . . 24-Hour Quiet Hours

April 29 . . . . . Residence Halls close for student not enrolled in Maymester May 19 . . . . .  
 . . . . . Residence Halls close for Maymester

May 19 . . . . . Leases end for graduate housing

**2016-2017**

Office of Residence Life & Student Activities – Student Affairs Staff

Residence Life Office – Carriage House (2<sup>nd</sup> Floor)

Director of Residence Life & Student Activities Shawn McQuillan

Coordinator of Residence Life & Student Activities      Devin Fabian  
Coordinator of Residence Life & Student Activities      Simmone Bell

Residence Life Office - Eden Hall Campus (Mueller House, 2nd floor)

Coordinator of Residence Life & Student Activities      Cat Giles

Student Activities Office - Carriage House (2nd floor)

Associate Director of Student Activities & Residence Life      Stephanie Alvarez Poe

Coordinator of Student Activities      Dakota Garilli

Residence Hall Staff: Shadyside Campus

Chatham and Pelletreau Apartments

GRD Avery Walker

RA Christina Austin(Pelletreau) RA Molly McGill (Pelletreau)

RA Lauren Brown (Chatham)

RA Maria Duarte (Chatham)

RA Molly Slusarick (Chatham)

RA Tahmina Tursonzadah (Chatham)

Fickes Hall

GRD Jennifer Desalvo RA Diarra Clarke

RA Imani Constant RA Iman Morgan

Laughlin House & Rea House

GRD Deondra Benson

RA Odera Igwe (Laughlin)

RA Kelly O'Donnell (Laughlin)

RA Aubrey Shombert

RA Nathan Steinbeck

RA Jeremy Witchel

RA Isiah Brown (Rea)

RA Bailey Creamer (Rea)

RA Melanie Landsittel (Rea)

Woodland Hall

GRD Zachary Cerrone RA Saron Belay

RA Elijah Botts

RA Caitlin Diemart RA Nora Moorefiled

RA Alice Shy

RA Bri Young

Residence Hall Staff: Eden Hall Campus

Orchard Hall

GRD Catherine Giles

Residence Hall Policies

The following outlines information and policies regarding living on campus at Chatham University.

Alcohol

All residents and guests are expected to comply with the alcohol policy as stated in the University Honor Code.

Air Conditioners

Students are not permitted to have window air conditioners. If a student requires air conditioning for a medical reason, the student must submit a letter to the Director of Residence Life & Student Activities and documentation from a doctor explaining the medical need. Upon approval for the air conditioning unit, a student requiring an air conditioner for medical reasons must:

- Provide the air conditioner unit, a small unit of about 8000 BTUs.

- Once the unit is approved, it will be installed by a Facilities Management Staff member. Residence life will facilitate this process.

## Appliances

All electrical appliances must be UL approved and in good working condition. Electrical appliances that are permitted in resident rooms include a radio, stereo, small portable television, personal computer, clock, portable hair dryer, curling iron or hot curlers, small microwave, a small refrigerator ( no more than 4 cubic feet), and a small fan. Also permissible are appliances that have automatic shut off buttons and time to brew cycles and do not have warming plates. Such appliances include some brands of hot water dispensers and hot beverage machines that are new on the market.

Electrical appliances that are not permitted in the residence halls include:

- Appliances that have exposed heating units or open flames
- Halogen lamps
- Hot plates
- Toaster ovens
- Electric blankets
- Space heaters
- Sun or heat lamps
- Toasters (only permitted in apartments)
- Irons (only permitted in apartments). Residence Hall iron use is restricted to laundry rooms only.

Residence hall rooms shall not be used to prepare hot foods. The equipment and appliances used to prepare food are extreme fire safety hazards because of the heat they generate. Heating coils, electric frying pans, broilers, griddles, standard coffee pots, and any other electrical cooking appliances are not allowed. This policy does not apply to apartments, as they are equipped with kitchen facilities.

Students should use surge protectors on appliances such as computers, microwaves, etc.

Refrigerators must be plugged directly into wall electrical sockets. The University has the right to limit or expand the use of appliances.

The Office of Residence Life & Student Activities – Student Affairs staff has authority to prohibit and/ or remove without prior notice all illegal or potentially dangerous appliances/devices for reasons of health and safety.

#### Articles and Activities Prohibited in the Residence Halls

The following articles and activities are prohibited in or around the residence halls. Failure to comply with these regulations is a violation of the residence hall policies. An incident report will be filed against individuals found in violation of such regulations and a residence life disciplinary meeting will be held with a GRD, CRL, AD, or DRLSA to discuss any necessary disciplinary action, including possible residential fines. Residence Life staff members will confiscate any item found to be in violation of these policies. Confiscated items will be returned at the end of the academic term when the student leaves the campus upon the student's request. Failure of the student to claim the confiscated item by the end of the term will lead to disposal of the item.

Articles and activities prohibited in the residence halls include:

- Bicycles, except when stored in the students' rooms or in designated areas outside of the residence hall where they do not block exit routes. Bicycles cannot be stored in public entryways, hallways, or lounges.
- Waterbeds, lofts, or stacking furniture. Bed lifts no higher than 12 inches can be used to elevate bed height but only when lifts are purchased at a store and made for this specific purpose. Under no circumstances can bricks, blocks of wood, etc., be used to elevate furniture.
- Possession of or use of explosives, ammunition, flares or other dangerous weapons (i.e. pocket knives larger than 2 ½ inches in length) or substances.
- Storage of any flammable liquids or gasses
- Possession of halogen lamps, hot plates, toaster ovens, toasters, large refrigerators (larger than 4 cubic feet), and other expressly prohibited electrical appliances in residence hall rooms as outlined in the electrical appliance policy (see electrical equipment and appliance policy).

Toasters, toaster ovens and hot plates are permitted in Chatham Apartments and public residence hall kitchens only.

- Possession and/or use of candles (decorative or otherwise), incense, potpourri burners, space heaters (unless provided by the University), or anything with an open flame.
- Tampering with or misuse of fire and safety equipment or elevators (e.g. fire alarms, fire extinguishers, exit signs, fire doors, smoke or heat sensors).
- Failure to evacuate the residence hall area during fire alarms.

- Propping open residence hall entrance and exit doors as well as fire doors. Building alarms will sound if residence hall entrance doors are propped
- Engaging in any other activity determined to be in violation of health, fire, safety and/or maintenance codes.
- Damaging or misusing residence hall property and/or furniture including the removal, relocation, or disassembling of furniture from individual rooms and/or public areas. Under no circumstances are students permitted to remove University furniture from student rooms/apartments without approval from their GRD.
- Throwing or suspension of articles, objects or persons from residence hall windows. This includes sitting on window ledges.
- Presence on building roof areas, window ledges, fire escapes, or in other unauthorized areas.
- Theft or unauthorized possession of University property or property that belongs to another individual or group. This includes moving public lounge furniture items to student rooms/ apartments.
- Sleeping in the common areas of residence hall spaces is not allowed unless approved by the Office of Residence Life.
- Watching pornography or other commonly offensive materials on University provided televisions or in common areas. This is not limited to multimedia played through a VCR or DVD player.
- Failure to comply with residence life staff members or University officials performing his/her duties, including but not limited to the failure to provide proper identification to a staff member upon request or giving misleading or false information to a staff member performing his/her duties.

#### Bicycles

No bicycles may be left in public areas (i.e. lounges, stairwells, etc.) in any residence hall at any time. Bicycles should be stored on bike racks that are available outside of the residence halls on a seasonal basis. If a bicycle is found in a public area, it may be immediately confiscated.

#### Common Kitchen Facilities

Each residence hall contains at least one small kitchen area (some residence halls have a kitchen area on each floor) that contains a sink, microwave, and refrigerator. Laughlin House, Rea House, Fickes Hall, and Woodland Hall have either stove tops, ovens, or both. The use of approved electrical appliances must be restricted to kitchen area(s). As members of a community, students should remember the following when using a kitchen area:

- Residents are responsible for cleaning appliances, dishes, etc. that they use. Dishes left dirty in the kitchen or bathrooms for more than 24 hours will be thrown out.
- Refrigerators are for all the residents to use. Residents should mark their food in some way and should remove old food appropriately. Refrigerators will be cleaned out at the end of each term and unmarked and spoiled food will be thrown out.



- The University does not accept responsibility for food left in the refrigerators; therefore, students should respect the personal property of others and refrain from using or taking food left by other resident students without their expressed consent to do so. Students will be subject to disciplinary action if they remove another student's personal belonging from the kitchen area.
- When cooking, students must be present in the kitchen area. Students are not permitted to cook food in the microwave unless present. Disciplinary action, including fines, will be taken if these procedures are not followed.
- A student failing to maintain the safety of the kitchen will be fined \$25.00 and may face additional disciplinary action. This includes leaving an oven or a cook top on after food preparation is completed or failing to clean up spills.

#### Doors

For the reason of safety, exterior doors of the residence halls are locked 24 hours. They cannot be propped open at any time. Anyone propping open a door is subject to disciplinary action. Students are expected to carry residence hall keys and their ID card at all times. All resident students are reminded that their ID cards will gain them access to the exterior hall doors and should be handled cautiously and responsibly to insure that easy access to the residence halls remains the privilege for resident students only. For reason of safety, lost keys and ID cards must be reported to the Office of Residence Life & Student Activities – Student Affairs immediately. Students must not lend their ID cards and their room keys to anyone.

#### E-mail Communication

Chatham University e-mail is the official communication for the Office of Residence Life & Student Activities – Student Affairs. Students are responsible for regularly accessing their account for messages. The Office of Residence Life relies on this communication as the official way to communicate with resident students.

#### Fire Safety & Fire Escapes

Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without permission of the proper authorities or fail to comply with University officials will be subject to disciplinary action and the assessment of fines.

Tampering with fire safety equipment or fire alarms is a violation of state law as well as residence hall policy. Persons found in violation will be subject to disciplinary action

Fire detection units should not be covered or blocked at any time.

For reasons of fire safety, the following items are not permitted in student rooms: irons(may be used in laundry rooms), space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with wicks, decorative candles, incense, candle warmers, live/cut holiday trees, and wreaths.

Unauthorized possession, storage, or use of hazardous or dangerous weapons, explosive components, or substances including but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gasses/air in residence halls is forbidden and subject to disciplinary action.

The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions should these be used. Failure to comply will lead to disciplinary action.

Do not hang anything from the sprinkler heads (Woodland Hall). This will cause damage to the system that will be charged to the occupants of that room.

For reasons of fire safety, the maximum occupancy may not exceed five (5) guests per resident at one time for a residence hall room or apartment.

#### Fire Safety Tips

- Know where alarm pull stations are in your building
- Know all exits and evacuation plans to your building
- If you discover smoke or fire:
  - Sound the alarm
  - Call Public Safety at x1111 from any phone on campus (412-365-1111) or 911
- If you are in a burning building:
  - Close the window
  - Close the door
  - Go to the nearest exit or stairs (If you are in a smoke filled area, keep low to the floor)
  - Leave the building immediately.

#### Furnishings

Rooms are furnished with a single bed, dresser, desk, and desk chair for each occupant. Students may provide their own study lamp (note: halogen lamps are not allowed), wastebasket, and a bookcase if desired. Failure to adhere to the following Furnishing Policies will result in appropriate charges for missing furniture, repair, or replacement.

- Students are not permitted to bring their own bed unless needed for medical reasons. In case of a medical exception, a student will be required to submit documentation from a doctor explaining the medical need to the Director of Residence Life & Student Activities in advance of moving in.
- Lofts are not permitted and may not be constructed in residence hall rooms or apartments.

- All furniture must remain in its assigned room/apartment throughout the year. Furniture missing from rooms when the then resident vacates will result in fines, up to the full replacement cost.
- No University property may be removed from lounges, conference rooms, or other community areas for use in student rooms. Common furniture is inventoried at the beginning of each term. Missing and damaged furniture will be billed to the community if the responsible person is not found
- Students may not disassemble furniture under any circumstances or remove their room furniture from their room without permission from the Office of Residence Life & Student Activities – Student Affairs. Students will be charged a minimum of a \$100 assembling fine for any room furniture found disassembled after a student moves out.
- The University will not remove furniture from student rooms and apartments.

### Health and Safety Inspections

Upon prior notice, the Office of Residence Life & Student Activities – Student Affairs and Public Safety will conduct periodic health and safety inspections of rooms and apartments to help insure that

all residents are in compliance with health, fire and safety guidelines. General room/apartment inspections will indicate violations and will advise students on how to correct violations. Any violations which are found and/or not corrected may result in an applicable fine, confiscation of property, and/or disciplinary actions.

### ID Cards

A student's ID card is their access into the residence halls. Students should keep their ID cards with them at all times. All undergraduate resident students have access to all undergraduate residence halls from 10:00 a.m.-10:00 p.m. Any lost or missing ID cards should be reported to the Office of Residence Life & Student Activities – Student Affairs immediately.

### Indoor Sports

Due to the potential harm to individuals and property, hall sports are not allowed in the residence facilities. Indoor sports infringe on the rights of others, can lead to damage of University property, or may cause harm to oneself or others. Water fights and snowball fights are prohibited inside all residences. Students who violate this policy will be subject to disciplinary action. These behaviors include but are not limited to: riding bikes, rollerblading, Frisbee, any ball related sport, water balloons, wrestling.

### Insurance

The University is not responsible for theft or destruction of personal property. It is highly recommended that valuables are covered by a homeowner's insurance policy or renters insurance.

## Lockouts

Students are expected to have their room key and ID card with them at all times. Should a student become accidentally locked out; they should contact the RA on duty (schedules are posted on bulletin boards). If the lockout occurs between 9:00 a.m. and 5:00 p.m., students should contact the Office of Residence Life & Student Activities – Student Affairs at 412-365-1518. If the lockout occurs between 8:00 p.m. and 8:00 a.m., the student should contact the RA on call. If the lockout occurs at any other time, students should contact Residence Life staff on-call (412-951-0003). All lockouts result in a \$10.00 charge.

## RA Duty Phone Numbers:

- Chatham and Pelletreau: 412-670-8818
- Fickes: 412-670-6379
- Laughlin and Rea: 412-526-9063
- Woodland: 412-526-9353

## Lounge Furniture

Furniture placed in all common areas in the residence halls must remain in the common area. Students found in possession of common area furniture will be subject to disciplinary action.

## Mail Services

All residential students are assigned a mailbox in the campus post office when they arrive on campus. Students should go to the post office to obtain this number.

The address will be:

Chatham University Mailroom Student Name, SMB #

0 Woodland Road

Pittsburgh, PA 15232

## Medical Accommodations

To receive housing that accommodates your disability or medical situation the Office of Residence Life and Programs for Academic Confidence and Excellence (PACE Center) requires that you submit appropriate medical documentation that confirms you are an individual with a disability or specific

medical condition. The following information is an outline of factors that Residence Life and the PACE Center and/or an appropriate medical professional will consider when determining if your request for housing accommodation is reasonable due to a disability or medical issue.

#### Severity of the Disability

- Is the impact of the disability life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Is the request a vital component of a treatment plan for the condition?
- What is the impact on the student's level of comfort if the request is not met?
- Does the disability necessitate that the student live in on-campus residence halls?

#### Practicality, Availability, and Timing

- Is the space available that meets the student's needs?
- Are there other effective methods or housing configurations that would achieve similar benefits as the requested accommodation?
- Does the requested accommodation create a safety hazard (i.e. electrical overload, emergency exit, etc.)?
- Was the request made within a reasonable time frame relative to the housing application deadline?

Requests for a need-based housing accommodation must be accompanied by supporting, professional medical documentation. Please note: We will not accept documentation from the student's family member, regardless if they are a medical professional. The directors of the Office of Student Affairs and Residence Life and/or the PACE Center will make a recommendation based on the documentation received. Decisions regarding an appropriate housing assignment will be made in consultation with the Director of Student Health and Wellness, General Manager of Dining Services, Vice President of Student Affairs and Dean of Students, and the Assistant Dean of Students.

The following procedure is in place for students who want to request a need-based housing accommodation.

1. You will need to submit a letter to the Office of Residence Life (attn. Assistant Director of Residence Life) and the PACE Center (attn.: Cindy Kerr, Director of the PACE Center) detailing your medical request, along with medical documentation from a physician. Please note: We will not accept documentation from the student's family member, regardless if they are a medical professional.

2.The Assistant Dean of Students will consult with the PACE Center and a few other departments on campus about whether or not a student’s medical condition warrants the need for a medical single or other special housing.

3.The Assistant Dean of Students will then contact the student to notify them regarding the decision.

Please note, need-based housing must be requested and approved annually.

#### Personal Bathrooms/Kitchens

Rooms and apartments that have a private bathroom or kitchen are a privilege. Students are expected to maintain their own kitchen/bathroom in an appropriate way throughout the year. Students will

be notified during Health & Safety Inspections if the conditions of these spaces are unacceptable, and will be given the opportunity to rectify the situation. Students are subject to an excess cleaning

charge if the kitchen and/or bath area is not maintained appropriately. Students with private kitchens or bathrooms need to provide their own soap/paper products and need to establish expectations for usage with all students with access to the kitchen/bathroom.

#### Pet Policy

Students are not permitted to have pets in the residence hall or apartments with the exception of aquarium fish in an aquarium no larger than 25 gallons. Any pets besides fish are not permitted (this includes lobster, turtles, frogs, etc.) However, there are some graduate housing options that allow felines. Contact the Office of Residence Life & Student Activities – Student Affairs for more information.

- A student with a pet in the hall will be subject to disciplinary action and/or fines assessed. In addition, students found in violation of this policy shall be required to remove the pet from the residence hall immediately and will be assessed a residential fine.
- An additional charge per day will be charged for each day after the University has requested that the pet be removed while the pet is still in residence.

#### Quiet Hours

As members of the living/learning community, resident students are asked to comply with requests by other residents and/or staff members to maintain reasonable levels of noise within the residence halls and apartments. Specific quiet hours have been established to create an atmosphere conducive to studying and/or sleeping in the residence halls. Each residence hall community with the leadership of the residential staff may elect to designate more restrictive quiet hours than those that have been established, but cannot reduce them. During quiet hours, any noise (e.g., stereos, TVs, radios and verbal interactions) must be kept on a level such that it cannot be heard by neighboring residents. Continual violation of Quiet Hours or Courtesy Hours will result in disciplinary action, including residential fines.

- Minimum Quiet Hours in all residences: Sunday-Thursday, 11:00 p.m.-8:00 a.m. Friday-Saturday, 1:00 a.m.-10:00 a.m.
- Residents are permitted to agree to longer quiet hours through community agreements, but may not agree to shorter quiet hours.
- There will be 24-hour quiet hours during exam periods beginning at the end of the last class through the end of the last final exam.
- Courtesy Hours exist at all times. At all times, students are expected to be courteous and to conduct themselves in a way that does not intrude on the rights and privileges of others.
- Respectful interactions are expected within the residence hall communities regarding Quiet Hours and Courtesy Hours. Any student who is not respectful to fellow and/or Residence Life staff will need to have a disciplinary meeting regarding confrontation.

### Recycling

The Office of Residence Life & Student Activities – Student Affairs is committed to the Chatham University mission initiative of sustain-ability. There are recycling bins located in each residence hall for bottles, cans, and paper. Please dispose of all approved recycling contents in the appropriate containers.

### Residence Hall Meetings

Residence hall meetings provide opportunities for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns, etc. Specifically, students will receive information about openings, closings, room selection, etc. Each student is required to attend and may offer support, ideas and suggestions to other residents and to all the hall staff. Each student is responsible for the information introduced and/or decided at the meeting regarding community standards and other areas of student living. Failure to attend or notify the GRD that you cannot attend may result in a fine or disciplinary action.

### Room Changes

Residents who want to change their housing assignment may complete the Room Change Request Form which can be found on myChatham. Room changes are offered two weeks after the beginning of each term. Students requesting a room change must have already met with their RA in order for the request to be considered. In the cases of a roommate conflict, the RA and/or GRD will require mediation before a room change will be considered. The Office of Residence Life & Student Activities – Student Affairs reserves the right to move students as necessary. If a student loses a roommate during the year, Residence Life reserves the right to assign another student to that space without prior notification. The University also has the right to relocate students at any time for any reason.

### Room Charges and Refunds

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except if the student officially withdraws from the University

or is granted a leave of absence. A housing fee of \$150.00 must be made to Student Accounts prior to a room assignment, unless otherwise arranged by the student with the Director of Residence Life and Student Activities or Vice President for Student Affairs & Dean of Students.

If a student gives the University written notice of withdrawal prior to the first day of classes or any time during the term, she will be refunded all advance payments of room and board except for the

\$150.00 housing fee. In the event of a leave of absence from the residence halls/apartments after the start of classes, a prorated refund for room and board will be made according to the terms listed in the Student Handbook.

### Room & Holiday Decorations

While every person likes to personalize her space in order to feel at home, the residence hall areas are governed by certain local fire safety ordinances. Since your living space is intended to serve not only you and your roommates, but also the residents who live there in the coming years, certain guidelines for personalizing rooms or apartments are necessary. Additionally, certain adhesives and/ or other hanging elements often damage walls and other University furnishings. It is necessary for resident students to be aware of the following guidelines in keeping with local safety codes and with University policy:

- Students are not authorized to paint (including washable paint), renovate or modify their rooms in any way. Glow in the dark paint or markers are not permitted.
- Furniture must not obstruct smoke detectors or sprinklers, block heating vents, damage pipe coverings, or impair a quick exit from the room or window in cases of emergency.
- Decorative hangings are largely restricted to the inside of the residence hall room.
- Students may hang minimal decorations on their room doors. If door hangings are determined to be a fire hazard by a Residence Life staff member, students will be required to remove such decorations. The Office of Residence Life & Student Activities – Student Affairs reserves the right to deny any decoration that is deemed inappropriate or offensive to others.
- Students are prohibited from hanging decorations of any kind on hallway walls, ceilings, etc.
- Students are prohibited from leaving furniture in the hallway. If any room furniture is lost during the course of the student's stay in the room, the student will be charged a replacement fee.
- Students are prohibited from hanging any items from sprinklers or near sprinklers that may interfere with sprinkler function.
- When hanging pictures, posters, etc., do not use the following items on the wall: transparent tape, double stick tape, adhesive stick-on corkboard, nails and screws. Adhesive or nails that damage the wall will be assessed during room inspection. Blue painters tape should be used to tape smaller items to walls in the residence areas. Adhesive poster putty that leaves no residue is also recommended to hang posters. Framed photos should not be hung on walls. Students are responsible for any damage done to walls after they move in.



- Holiday candles are not permitted in University owned student residences. Students seeking to honor religious observations should contact the Director of Residence Life & Student Activities for approved locations and guidelines.
- Live trees and wreaths are prohibited in student rooms/apartments. Non-UL approved lights are prohibited from being used. Only UL approved lights and small non-heat producing lights can be used. All decorations must be removed prior to the term break.
- Underage students are not permitted to display alcohol bottles in their residence hall room. Displays of drug paraphernalia are prohibited for all students.
- While students may use their discretion in postings on the outside of their room/apartment door, any postings must be respectful of community members and cannot violate the Honor Code. (This includes items that may lead to mental or bodily harm to others or self and any items that may create a civil disturbance).
- Students in the Fifth Avenue apartments are not allowed to renovate, or paint their apartment. Only small nails should be used when hanging pictures on walls.

#### Room Keys

Upon arrival, each resident student will be given a room key. If a student should lose a key or fail to return it at the end of the year or any other time of checkout, the student will be billed \$50.00 for a core change and two replacement keys. Students may incur additional charges for each additional key needed for the room (i.e. cost for a triple room would be \$100.00).

#### Roommates

Fostering a positive relationship between roommates is an important piece of residential living. Not all roommates are best friends, but it is imperative that they establish a respectful relationship. The Residence Life staff is available to assist students every step of the way. A roommate relationship can bring out social, cultural and values conflicts. Residents can complete a roommate agreement with their RA in order to help establish communication and to create common guidelines for their room. It is important for roommates to know their expectations for each other.

#### Solicitation and Advertising

The University prohibits solicitations, sales or door-to-door canvassing by students or non-students on University property. Solicitation and sales of non-University items are prohibited in the residence halls without approval from the appropriate University official. Residents are not permitted to run private businesses from their campus residence.

Posters and signs which are not offensive to the community members and approved through the Office of Student Affairs may be hung in public areas of the campus with the exception of front doors of buildings. The student government requires organizations advertising by chalking to notify the CSG Advisor in advance of chalking sidewalks. The CSG Advisor will provide guidelines for chalking for any group. In addition, in order to keep a clean environment and to promote current events, each

community member is asked to remove signage for her/his event within 48 hours of the event. Failure to do so may result in loss of sign hanging privileges in the residence halls.

### Smoking Policy

It has been stipulated by Chapter 617 of the Smoking Pollution Control Ordinance that: "The right of smokers to smoke ends where their actions affect the health, well-being, and comfort of others." Smoking is prohibited in all residence areas on campus, including rooms, hallways, lounges, and computer labs. This includes electronic cigarettes (i.e. e-cigarettes or vaping). Students and guests who smoke outside the residence areas must be at least five feet away from entry doors while smoking and properly dispose of cigarettes. Students found throwing their cigarette butts on the ground will be fined \$25 and possibly face more serious disciplinary action. Cigarette butts contain fibers that are not biodegradable, toxins that are harmful to the environment, and can cause fires. If cigarette smoke drifts into students' rooms/apartment windows and cause a disturbance to residents, the smoker will need to smoke elsewhere to limit the disturbance.

### Storage

Chatham University does not offer storage to students. The Office of Residence Life & Student Activities – Student Affairs has a brochure with contact information for local storage companies available for students.

### Trash Removal

Students are expected to assume responsibility for the disposal of all personal trash. Residents who reside in the traditional residence halls (Woodland, Fickes, Laughlin, and Rea) must put trash in the main bins located in the designated areas of each residence hall. Residents who reside in the apartments must place trash in the dumpsters located in the apartment parking lots.

### Two Year Residency Policy

The on-campus living experience is vital to the growth and development of the whole student. All students who have completed less than four terms of college/university are required to reside in on-campus housing for their first two years on campus. An exception to this is students who may live with parent(s) and/or legal guardians in the greater Pittsburgh area (within 30 miles of campus). Students choosing to live at home must register as a commuter and provide documentation to the Office of Residence Life & Student Activities – Student Affairs. Students found in violation will face disciplinary review and fines up to the cost of housing. Gateway students may request an exemption to the residency requirement by contacting the Office of Residence Life & Student Activities – Student Affairs.

### Vandalism & Damage to University Property

All campus residents should be concerned with the safety and handling of University property- both in individual rooms and public areas. Residents should do their best to see that University property is not damaged or stolen. Respect for the residential environment is crucial to developing a residence hall community in which members can take pride in their environment.

You and your roommate(s) are responsible for any damage, misuse, or theft of University property that occurs in your residence hall room. You must pay a replacement, reassembly, or repair cost for any missing or damaged property.

#### Individual Room Damage Policy

By taking occupancy of the space, you accept its conditions at such time and assume responsibility to maintain the space and any common areas in which assigned space is located in a clean, safe, and undamaged condition at all times. At the beginning of each academic year, a Room Condition Report (RCR) is completed by the RA and given to the residents to review, edit, sign and turn in.

Residents failing to return their RCR within a week of their move-in will be held responsible for any additional damages incurred during their residency. Upon vacating a room, the Residence Life staff will conduct an inspection using the original RCR as a basis for assessing any missing or damaged furnishings or property of the University. Once the inspection has been conducted, the GRD, CRL, or AD will forward the completed form to the Director of Residence Life & Student Activities. If it

is determined that fines for damages or missing property are to be issued, the resident(s) of the room will be billed accordingly. Damage costs will be split evenly among residents unless specified otherwise by the residents.

Billing for individual room damage is completed after residents move out of their room. Students are responsible for the damage costs that are listed in the Terms and Conditions of Residence Living for each year. The Office of Residence Life & Student Activities – Student Affairs must receive appeals to damage charges in writing within two weeks of the issuance of the bill. After that time, appeals will not be granted.

#### Common/Public Area Damage Policy

When individual responsibility for damage and loss in public areas (e.g., bathrooms, lounges, etc.) cannot be determined, a charge will be made to all students within a responsibly defined area (e.g., room, floor, building, etc). If the individual(s) responsible for damaged or stolen property cannot be identified, the cost of damages to any common/public area of a hall will be assessed and divided among the residents as appropriate. The GRD will work with the students and staff in the residence area to determine, if possible, who is responsible for the damage. If the bill is to be divided among

residents, the Residence Life staff will notify those residents of the costs per person that will be charged to their student account. Common area damage may not be appealed.

#### Visitation/Guest Policy

A residence hall guest is considered to be any person who is not a resident of that hall. Chatham students not residing in the residence area in question are still considered guests of that residence area.

Visitation hours are as follows:

- Sunday through Thursday: 8:00 a.m. to 12:00 midnight
- Friday and Saturday: 8:00 a.m. to 1:00 a.m.

Guests in the building past midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday are considered overnight guests.

The following guidelines have been established to ensure a comfortable and safe community environment in the residence halls:

- Visitation must always be with the mutual consent of all roommates. RA staff is available to assist roommates with establishing a room/apartment visitation agreement upon request or need.
- All guests must be signed in and signed out of the residence halls, including Chatham students not residing in the hall they are visiting. Guests must show picture ID when signing in and should be able to produce picture ID on request of a university staff member.
- Residents are responsible for signing in and signing out their non-Chatham guest. All guests must be signed in with a first and last name. Residents failing to sign in guests are subject to disciplinary action, including a residential fine. Residents shall not sign in guest(s) for other Chatham residents. Guests visiting apartments located on Fifth Avenue are not required to sign in and out. Nonetheless, guests on these premises must be escorted at all times while inside the apartment building and should carry picture ID.
- A Chatham residential student guest may sign into any residence hall as long as she is a guest of a member of that community or restricts her activities to the first floor common area. This privilege will be revoked if the student displays disruptive behavior in the residence areas.
- Guests must be escorted at all times by their host. This includes Chatham students who do not reside in campus housing. No exceptions.
- Guests must abide by all residence hall regulations and community standards. Failure to do so will result in disciplinary action against their hostess and also the guest(s).
- Residents are responsible for the action of their guest(s), including policy violations.
- Resident students may have no more than five guests at any given time.
- Resident students may have overnight guests, but only with roommate consent. (Except for fall term first-year students who cannot host overnight guest(s) until the evening of Chatham Eggnog). Please see First-Year Guest Policy.
- Resident students may have no more than two overnight guests at one time.
- Overnight guests may stay no more than three consecutive nights in the residence halls and for no more than two weekends each month. Residence Life staff will use disciplinary action if a guest has been in the residence hall beyond the stipulated three consecutive nights and visits overnight for more than two weekends each month.
- Cohabitation is not permitted. Visitation is a privilege that can be taken away if abused.
- Guests are not permitted individual access to University's facilities, including laundry machines and kitchens. They may only use these facilities in conjunction with their student host but never for their personal usage.

- Guests cannot be left alone in their host's room or apartment while their host is away for an extended time (this includes while the hosts are in class). Such action leaves guests unescorted.
- Resident students must have permission from a GRD or CRL to have a guest under the age of ten.
- Residence halls or apartments shall not be used for baby-sitting.
- Paid entertainment is not permitted in residence hall rooms unless approved by the Director of Residence Life & Student Activities.
- Exceptions to the Guest Policy can be made through a building's GRD or AC with advance notice.

#### First-Year Student Guest Policy

Fall term first-year students are not permitted to have overnight guests until the evening of the traditional Chatham Eggnog (the first Friday of December). This policy is firm unless there are unusual circumstances, which are approved by the building's CRL or GRD. This includes Chatham students sleeping over in other students' rooms.

Guests of fall term, first-year students must leave the residence hall by midnight on Sunday night through Thursday night and by 2:00 a.m. on Friday and Saturday nights. Guests may not return to campus until at least 8:00 a.m. the following day. All other visitation regulations apply to first-year students.

#### Work Order Requests

Guidelines for maintenance, housekeeping, and facilities requests for any residence hall area:

- Students must contact their RA or GRD with a work order request as soon as the problem comes to their attention. Any staff member in Facilities, Student Affairs, etc. may request work to be completed in a residence area by submitting a work order request via e-mail or phone. Requests should be as specific as possible to ensure timely follow up.
- All pertinent dates must be given to the RA or GRD before submitting the request. Please be as specific in your request as possible to ensure prompt response. GRDs will submit student requests on a daily basis Monday through Friday.

In case of a maintenance emergency (e.g. smell of gas, water leaks, or other immediate safety hazard) contact Facilities Management at 412-365-1273 during normal working hours (9:00 a.m. to 5:00 p.m.). For emergencies that occur during the evening or weekend hours, contact Residence Life staff on-call at 412-365-9003 or Public Safety at 412-365-1230.

## **General Housing Information**

### **New Students**

First year students are matched based on the information self-reported on the roommate questionnaire. By hand matching roommates and not using an automated system like larger schools, we are able to match the reported living styles and to find compatible interests. After their first year, residents find their own roommates and pick their rooms through Room Draw in early April.

Newly admitted students should pay a \$150 advanced housing reservation fee shortly after their admission to be assigned to campus housing. After deciding to attend Chatham and paying the initial deposits, students will receive the New Student Information Packet at their mailing address. Students need to complete the Residential Student Survey through the Campus Vue portal to be assigned to campus housing. Students submitting their application by June 1 will be assigned a room and roommate by the end of June.

Students are notified of their housing assignment and roommate(s) via e-mail to their Chatham University e-mail account. Students requesting housing after June 1 will be assigned as spaces are available. Any questions about housing assignments should be addressed directly to the Office of Residence Life & Student Activities – Student Affairs. Chatham University Residence Life program offers a choice of several campus residential options, each with its own special features. Only

full-time registered students are eligible to participate in Room Selection and to live on campus. By participating in room selection and signing a housing contract, students agree to abide by all University policies and procedures. The housing contract extends for the full academic year and cannot be broken at any time. Students not in good financial standing, as determined by the Office of Student Accounts, will have their housing assignments deleted.

### **Returning Students**

Room selection will occur in the spring term. Students with fewer than four complete undergraduate terms should plan on participating in room selection to live on campus if they are not living in the Pittsburgh area with a parent or legal guardian. Students unable to attend in person should designate a proxy through the Office of Residence Life & Student Activities – Student Affairs to choose their assignment for them.

The housing reservation fee of \$150 is due to Student Accounts in order to participate. Afterwards, students should log in to myChatham to pick a lottery number. Please note: the student's account must be current in order to pick a lottery number.

### **Summer Housing**

Applications for summer housing are made available in conjunction with room selection for the following academic year. A limited number of spaces are available in Laughlin and Rea Houses to house Chatham students during the summer. Degree-seeking, full-time Chatham students who meet the following criteria qualify for summer housing:

- Enrollment in summer classes (including internships) at Chatham or one of the PCHE institutions during one or both of the summer sessions. Chatham credit must be received.

- Working a summer job on Chatham’s campus during the summer months. Students will need to specify the department for which they will work in their application.
- Being an international student unable to go home over the summer and without alternative housing available.
- Summer Housing residents move directly from spring into summer housing after the residence halls close for Maymester and move from summer into fall housing during a pre-determined move-in date in August. Flexibility outside of these move-in dates is not possible due to the needs of the Office of Facilities Management, Continuing Education, and Office of Residence Life & Student Activities – Student Affairs in May and August.

#### Early Arrivals

Students may not return to campus before published move-in dates in August or January without permission of the Office of Residence Life & Student Activities – Student Affairs. Students who arrive early without permission will not be issued a key, will not be given access to the room, and will be asked to vacate the premises by University officials. Students and their families are expected to plan work schedules, vacations, etc., around the University move-in dates and times.

#### Late Stays

Students are required to vacate their rooms within 24 hours after their last final exam or by the time residence halls close. Failure to leave within this timeframe will result in disciplinary action, fines and being asked to vacate the premises by University officials. Travel plans should be made well in advance. Exceptions will not be made because of poor planning.

#### University Break Periods

The University observes several break periods throughout the year. Please refer to the current year Terms and Conditions of Residency for occupancy dates.

#### Spring Break, Long Weekend, Thanksgiving

The residence halls remain open during these University break periods. Students may be asked to register to stay during this time with the Office of Residence Life & Student Activities – Student Affairs to ensure appropriate staffing.

#### Winter Break

Chatham’s residence halls and apartments only close during the academic year during Winter Break. During this time, the residence halls and apartments are closed. The University restricts who is permitted to remain on campus during breaks to athletes with practices and/or games during the break, international students, students who are cross-registered at another institution that is still conducting class, students who have an on campus job and are needed to work, and students whose permanent address is more than 350 miles per way. Verification may be required in order to process a request. Students who would like to request permission to stay in the residence halls during winter break must complete a Winter Housing Request form by November 14 to be considered. Not all requests are approved. Food Service and Residence Life staff may not be available during winter break and students are responsible for making their own provisions.

## Chatham University's Living and Learning Communities

Chatham University's mission is dedicated to the growth of women's leadership, sustainability and the environment, foster global citizenship, and innovation & research. The Office of Residence Life & Student Activities – Student Affairs is committed to supporting these initiatives through the

implementation of Living-Learning Communities (LLCs). These LLCs will not only strive to encourage the seven dimensions of wellness as a mindset and holistic way of living, but also provide leadership opportunities through programmatic efforts that promote both academic and social interests beyond the traditional classroom. LLCs aim to create a cohesive and supportive living environment that focuses on the particular interests of students.

The Living Learning Communities follow the campus programming model called the Seven Dimensions of Wellness. These dimensions aim to enrich the student and resident experience by meeting the various needs to create a holistically healthy individual.

### Seven Dimensions of Wellness: The Path to Personal Health

- Physical Wellness: fitness/exercise, diet/nutrition, sexual health, and sleep
- Emotional Wellness: strong sense of self and ability to share a wide range of feelings constructively
- Intellectual Wellness: open to new ideas, think critically, and empowered to seek out new challenges
- Social Wellness: interaction with others
- Spiritual Wellness: able to find meaning in life, can see your place in the world, and have a sense of individual purpose
- Environmental Wellness: reach toward a sustainable lifestyle and promote an environment that supports good health for all
- Diversity and Social Justice Wellness: exploring, appreciating, and experiencing various cultural traditions, practices, values, and issues.

Any resident or commuter can choose to participate in the Living Learning Community events. There will be general events focused on the seven dimensions and promoted to all communities/residents. Additionally, students can choose to reside in the focus areas below.

### Global Citizen LLC

Location: Woodland Hall

Wellness Dimensions: Intellectual, Social, and Diversity and Social Justice

The Global Citizen Living Learning Community is a unique residential community for both domestic and international students interested in gaining global perspective through daily life and organized programs. This is a great opportunity for those students interested in studying abroad and developing friendships with their peers from different cultures and countries. All majors and disciplines are accepted.



## Rachel Carson Environmental Sustainability LLC

Location: Woodland Hall

Wellness Dimensions: Intellectual, Social, Environmental, and Diversity and Social Justice

Named after a notable Chatham alumna, this Living Learning Community is intended for students interested in improving their leadership skills, supporting the mission initiative of sustainability, and promoting positive environmental practices on Chatham's campus and the surrounding community. All majors and disciplines are accepted.

## Women's Leadership LLC

Location: Laughlin House

Wellness Dimensions: Intellectual, Social, and Diversity and Social Justice

In keeping with the traditions of Chatham's history, this Living Learning Community will work to foster a sense of community among the women at Chatham, work with students to develop a sense of their potential, and demonstrate that women continue to affect change in society and the world. All majors and disciplines are accepted.

## Office of Residence Life Documentation Process

Any interaction with a member of the Residence Life Staff (RA, GRD, CRL, AD, DRLSA) regarding residential concerns will result in confidential documentation which describes the concern, individual(s) involved, and steps taken to address the concern. All items which are documented are kept confidential and only reviewed by the professional staff in the Office of Residence Life & Student Activities – Student Affairs. Upon reviewing the documentation, a student may be contacted via e-mail to request of a meeting between the student and a professional staff member from the Office of Residence Life & Student Activities – Student Affairs.

## Office of Residence Life & Student Activities - Student Affairs Policy Violation Process

Serious issues or violation of the Residential Student Handbook will result in a meeting with a professional staff member in the Office of Residence Life & Student Activities – Student Affairs. The judicial process is a confidential experience for each student; therefore, the Residence Life Staff member will not disclose information about meetings with other individuals who were present at the time of the incident(s). When multiple students have been involved in a potential policy violation, professional staff members will meet with all students on an individual basis. Please note:

One concern may contain multiple violations of the Residential Student Handbook, and will be addressed within the one meeting. If the violation(s) include Honor Code Violations, the list of applicable charges is made and referred to the Vice President for Student Affairs and Dean of Students.

## General Overview

When a meeting is deemed necessary, the student will be contacted via Chatham e-mail within three (3) business days of the incident/filed report by the Office of Residence Life & Student Activities

– Student Affairs staff member to arrange a meeting to discuss the potential policy violation(s). Meetings should be viewed as an opportunity for students to share their experience and input about the potential policy violation.

- The student must respond to the hearing request letter within five (5) business days of the date the e-mail was sent. It is the students' responsibility to check their Chatham e-mail regularly. Please note: failure to respond to the hearing request letter to schedule a meeting will result in the Residence Life staff member determining whether the student is found responsible based upon the information that is available. Failure to respond to the meeting request means the student waives the right to file an appeal of the decision with the Director of Residence Life & Student Activities .
- The meeting must be held within ten (10) business days of the original e-mail requesting a meeting. Please note: Failure to attend the meeting will result in the Residence Life Staff member determining whether the student is found responsible based upon the information that is available. Failure to attend the scheduled meeting request will also mean the student waives the right to file an appeal of the decision with the Director of Residence Life & Student Activities.
- Within one week of the meeting, the student will be sent a decision letter via Chatham e-mail which will indicate if they have been found responsible or found not responsible for the policy violation. If the student is found responsible for the policy violation, the letter will list all sanctions which have been assigned, the deadline for the sanctions, and the information needed to complete the sanctions.

## Sanctions

All sanctions, which are assigned by professional Residence Life staff members, are fully supported by the Office of Student Affairs and are expected to be upheld and respected. Failure to complete an assigned sanction may result in further disciplinary action and a meeting with the Director of Residence Life & Student Affairs. The Office of Residence Life & Student Activities – Student Affairs acknowledges that each policy violation is unique and may result in either of the types of sanctions below or a combination of the two.

## Types of Sanctions

### •Monetary Sanctions

- Violations resulting in monetary sanctions must be paid in full to the Office of Residence Life by the date indicated in the decision letter. Students may pay monetary sanctions via check or cash. All students will receive a receipt to verify the date the payment was received. Students must make the payment to a Residence Life professional staff member.
- If a student is unable to pay the sanction by the assigned date, it is the student's responsibility to contact the professional staff member who hosted the meeting to request an extension of the deadline or an alternative sanction

- Educational Sanctions

- Some policy violations may result in educational sanctions in which the student is expected to complete an assignment based on the policy in question
- On-campus community service may be assigned as a result of a policy violation.
- If a student is unable to complete the assignment by the deadline in the decision letter, it is the responsibility of the student to contact the professional staff member who hosted the meeting to request an extension of the deadline or an alternative sanction.

#### Appealing a Sanction

If a student feels that a sanction is disproportionate to the policy he or she has been found responsible for violating or feels that there is other information that would change the decision, he or she is welcome to appeal the decision with the Director of Residence Life & Student Affairs. To appeal a sanction, the following must be completed and submitted in writing to the Director of Residence Life & Student Activities within seven days (including weekends) of the date you received the decision letter. To make an appeal, please complete the following process:

- Contact the Director of Residence Life & Student Affairs in a formal letter via e-mail or hard copy requesting to meet.
- Include the date of the violation, the location of the violation, and a brief synopsis of why the decision is being appealed. As the decision letter indicates, there are three reasons to file for a new appeal: new information that was not available at the time of the decision, a violation of procedure, or a decision or sanction that is disproportionate to the violation.
- Submit a list of times you are available to meet and discuss the decision

Please note: The above procedures are meant to inform the students of the Office of Residence Life & Student Activities – Student Affairs’ basic judicial process. The Office of Residence Life reserves the right to amend the process and sanctions as determined necessary.

All residents are asked to read and sign the Terms and Conditions of Residency during the check-in process.

#### Terms & Conditions of Residency 2016-2017

This contract is for a bed space in Chatham University owned housing for the academic year (or balance thereof). It becomes legally binding (1) when completed, signed, and returned to the Office of Residence Life & Student Activities – Student Affairs (2) when the resident accepts a room key for a University residence or (3) when the resident signs their lease agreement. By signing this contract or by occupying a room, the student assumes responsibility for payment of the rates established by the University and agrees to all the terms and conditions contained within this document as well as the policies of Chatham University contained in the Student Handbook and Course Catalogue.

Violation of these terms and conditions or any other applicable rules, policies, or procedures incorporated by reference herein, or any other official University publication, such as the Student

Handbook (available online), may subject the student to disciplinary action and/or fines; including, but not limited to, termination of the student's occupancy in a residence hall room/apartment and/or suspension or expulsion from the University.

#### Eligibility/Assignments

When concerning Chatham students, only full-time students who have made all required deposits, payments, and are in good academic, conduct and financial standing are eligible for housing. When concerning Non-Chatham residents, only residents who have made all required deposits and are not in delinquency of rent are eligible for housing.

- a. All undergraduate students living in the residence halls and the undergraduate apartment complex must use one of the residence hall meal board plans offered by the University.
- b. Upon withdrawal from the academic year housing contract, the student must vacate the room within 48 hours or by individual arrangements made with the Director of Residence Life & Student Activities.
- c. The University reserves the right to relocate students should the need arise. The University reserves the right to assign students to any vacant space and without prior notice as necessary.
- d. Room changes are allowed with prior approval only. Only students assigned to a given room may reside in that room.

Roommate preference based upon race, color, religion, sexual orientation, socioeconomic status, physical characteristics, or national origin will not be accommodated; in addition, room changes will not be granted for any of the above reasons.

#### Contract Termination and Refunds

The University establishes room charges for the academic year and the housing contract cannot be broken at any point of the academic year, except if the student officially withdraws from the University, is granted a leave of absence, or is granted specific permission to do so from the Director of Residence Life & Student Activities or Vice President for Student Affairs. A non-refundable housing reservation fee of \$150.00 must be made to Student Accounts prior to room assignment.

If for any reason the student ceases to be eligible for residence, the student must promptly vacate the assigned space within 48 hours and cancel the housing contract with the Director of Residence Life & Student Activities.

If a student gives the University written notice of withdrawal prior to the first day of the fall semester, the student will be refunded all advance payments of room and board except for the \$150.00 housing reservation fee. In the event of a cancelled housing contract after the start of classes, a prorated refund for room and board will be made according to the terms listed in the University refund policy (available in the Course Catalogue).

#### Contract Period/Dates

The housing contract begins at the time the student takes occupancy of the assigned space and extends for the academic terms only.

- a. 2016 fall term housing opens to first-year and transfer students at 10:00 a.m. on AUGUST 24, 2016 and to returning students at 9:00 a.m. on AUGUST 27, 2016. All residence halls and undergraduate apartments close for the fall semester at 8:00 p.m. on DECEMBER 15, 2016. Students are not allowed to enter or occupy the residence halls after this time.
- b. 2017 spring term housing opens to all undergraduate students at 9:00 a.m. on JANUARY 3, 2017. All residence halls and undergraduate apartments close for the academic year at 5:00 p.m. on APRIL 22, 2017 unless student is enrolled in a Maymester course. Then the residence halls and undergraduate apartments close on MAY 20, 2017, at noon. Students are not allowed to enter or occupy the residence halls after this time.
- c. Housing for the winter break, DECEMBER 16, 2016 to JANUARY 3, 2017 may be available via registration on an as needed basis.
- d. For all graduate housing residents who plan to no longer occupy housing in the spring 2017 term, fall move-out occurs on DECEMBER 16, 2016. Your key card access will no longer work after 5:00 p.m. on the corresponding move-out day.
- e. For all graduate housing residents who plan to no longer occupy or were not approved for housing in the summer 2017 extension, spring move-out occurs on May 26, 2017. Your key access will no longer work after 5:00 p.m. on the corresponding move-out day.
- f. The student will be billed \$50 per day (or part thereof) for occupancy before or after these published contract dates unless prior arrangements have been made and approval received from the Director of Residence Life & Student Activities or Vice President for Student Affairs & Dean of Students.

#### Abandoned Premises

The University will consider the room to be abandoned if the tenant does not reside in the residence hall room/apartment for more than two weeks without notifying the University. In such cases, the University may enter the room without liability and reassign the room for any portion of the term. The University will make reasonable attempts to contact the student to arrange for the exchange of any possessions left in the room/apartment. In the event that the student cannot be contacted or does not cooperate, the University will treat any possessions left on the premises as abandoned goods and make arrangements to remove said possessions from the abandoned room. The University shall not be obliged to hold the resident's property longer than 7 (seven) days after determining the room to be abandoned before disposing of it, with no liability to the resident. The resident shall assume the expenses for such removal of property and for the amount of time property was stored on campus.

#### Condition of Premises/Damage

By taking occupancy of the space, the student accepts its condition "as is" at such time and assume responsibility to maintain the space and any common areas in a clean, safe, and undamaged condition at all times. Each student will be required to complete a Room Condition Report (RCR) with a Residence Life staff member at the beginning of the academic year. Any student who fails to complete the RCR within a week of taking occupancy will forfeit the right to document the condition of their room at the time of occupancy. The student further forfeits the right to appeal end of year damage or cleaning

charges. At the end of occupancy, each room will be inspected and damage beyond normal wear and tear will be charged accordingly.

- a. The student shall reimburse the University upon demand for all damages for expenses which the University may suffer or incur for repair or a room or facility in the residence, for the repair or replacement of University provided furniture, caused by misconduct or neglect of the student or of the student's guest(s).
- b. Common areas, such as kitchens, bathrooms, and lounges, are the responsibility of all residents assigned to that building, apartment, and/ or room. If damages occur to common areas, all residents of that community will equally share damage costs if the responsible party is not found.
- c. When a student vacates the assigned space, the student must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when she commenced occupancy. Any personal property left in the room or the common areas will be promptly removed at the student's expense.
- d. The student shall not alter the room or other facilities of the residence (including but not limited to painting walls, putting nails in wall, and removal of University furnishings) therein in any way without the prior written consent of the Director of Residence Life & Student Activities.
- e. Failure to pay any damage fees may be cause for refusal to permit registration or other such action as may be determined appropriate by the University until fees owed are paid in full.
- f. Furniture in residence hall/apartment rooms may not be removed or altered without the prior permission of the Director of Residence Life & Student Activities.

Costs of labor and repair or replacement of damaged items is determined in conjunction with the Director of Facilities and based on actual cost to replace, repair or clean the area or item(s).

Any of the other occupants, furnishings, and features of the room shall be assigned and may be changed only by Chatham University at any time at its discretion.

#### Personal Property: Indemnity

The University will not be liable, either directly or indirectly, for any loss by theft of personal property by residents or their guests or for any damage or destruction of such property by fire, water, or any other cause. The University advises that students insure personal property against loss, damage, or destruction arising from any cause.

Students shall indemnify, defend and save harmless the University from any claim, loss, damage, liability, or expense (including without limitation reasonable attorney's fees and court costs) arising from a) any breach by student of the University's terms, conditions, or rules, whether contained or otherwise incorporated by reference in these Terms and Conditions and b) any injury to the student or any other person, including but not limited to any guests of the student, or property occurring in, on or around the residence hall/apartment area.

### Compliance With Applicable Residence

Students are required to comply with federal, state, and local laws as well as all residential policies and procedures established by the University and the Residence Life staff included in this contract, in other official University publications such as the Student Handbook and assumed under this contract by reference. Such policies and procedures are available from the appropriate University offices. Students are responsible for informing themselves of such policies and procedures.

### Air Conditioners

The University prohibits the use of all types of air conditioning units. Exceptions are provided by the Medical Accommodations Policy. All accommodation requests must be submitted the Director of Residence Life & Student Activities prior to each academic year. See the Student Handbook for more information.

### Alcohol and other Drugs

The University prohibits the use, possession or sale of illegal drugs and the possession or purchase of alcohol by any person less than 21 years of age.

### Guests

The student is responsible for the conduct of any guest(s) at all times. All guests must comply with University policies and procedures.

No co-habitation is permitted; overnight guests are permitted no more than three consecutive nights (First-year students may not have overnight guests until December 2, 2016). Visitation is only allowed with the consent of any/all roommates.

### Fire Safety

No candles and/or incense, decorative, religious, or otherwise, are permitted in student's residences

Failure to evacuate during a fire alarm and theft, tampering, or improper use of fire fighting, detection and/or alarm equipment is strictly prohibited.

The University prohibits the use or possession of firearms, fireworks, or any type of weapon.

### Pets

No pets are permitted in student residences in the residence halls/apartments, with the exception of aquarium fish. There is a limited amount of graduate housing that is feline friendly. Contact [reslife@chatham.edu](mailto:reslife@chatham.edu) for more information.

As every community is directed by changing needs, policies, and procedures are subject to periodic change.

The student agrees that they will abide by all residence hall/apartment policies and regulations as they appear in the Student Handbook and any supplements to the handbook that may be issued.

## University Rights of Residence

The University reserves the right to take the necessary and appropriate action to protect the safety and well-being of the residence hall/apartment community. This includes the right to terminate this contract or retake possession of a student's room should the student fail to maintain themselves as a student in good standing with the University regulations, or fail to comply fully with the terms of this agreement.

### Right to Entry

The University reserves the right to enter any residence area, room or apartment for any of the following reasons: Maintenance; inspection; repair; in cases of clear emergency; to assume compliance with federal, state, and local laws and University policies; where there is cause to believe violation has occurred or is taking place; or, to aid in the responsibility of the University to maintain an educational atmosphere.

- a. Keys and University identification cards that have been coded for residence hall access may not be used in a negligent manner. Keys may not be duplicated or transferred to anyone other than the resident student who signs for them.

If the University has cause to believe a violation has occurred or is taking place, the University has the right to conduct a room search (most likely in the case of suspected illegal drug and/or alcohol possession and/or use). The University recognizes its responsibility to respect the right of the residential student not to have her/his privacy disturbed.