

**Revised October 2012**

## **GUIDES TO RESIDENTIAL LIVING**

Additionally, residential students are expected to comply with the Guides to Residential Living (included below).

### **1. RESIDENCE HALL HOUSING TERMS**

All residential students are bound by the conditions of the Residence Hall Housing Terms and specific building guidelines/requirements. Students must be enrolled as a full-time undergraduate student at the University Campus in order to live on campus. Students falling below the full-time level may be required to leave the residence halls. Full-time is defined by a minimum load of twelve semester hours. Requests for housing of graduate students are based on availability and will be approved on a case by case basis, provided the graduate student is enrolled full time as defined by his/her program and meets all other housing terms. All residential student(s) are required to provide proof of meningitis and hepatitis B vaccines (recorded on the Immunization Form) and submitted to the Health Center.

**(Note: Saint Leo's residence halls are designed for traditional age students. All requests for housing made by a student who is 28 years of age or older at the time of the request must be submitted to the Assistant Vice President for Student Services.)**

### **2. OCCUPANCY**

1. All University campus students with less than 90 credit hours must live on campus. Exceptions to the policy include:
  - 1) Senior status, defined as four years of full-time enrollment;
  - 2) 23 years of age or older;
  - 3) Married; or living locally while pregnant or with minor children;
  - 4) Military Veteran with two years of active service;
  - 5) Registered for less than 12 hours;
  - 6) Living at home with legal parent(s), legal guardian(s), or in family owned property (Note: leasing/renting property does not constitute ownership);
  - 7) Medical documentation substantiating the existence of a disability that cannot be reasonably accommodated in residential housing (requires ADA Coordinator approval);
  - 8) Internship or student teaching responsibilities that require the student to be away from the Saint Leo campus.
2. Students found in violation of this policy will automatically be billed for the cost of a standard double room and the standard meal plan.
3. Students who are released from their housing terms within the first week of class will be charged for one week of room occupancy. After the first week of classes, full room charges will apply. Meal charges will be prorated through the fifth week of class. Meal refunds are not issued after fifth week of class.

### **3. MEAL PLAN ASSIGNMENT**

Students residing in the following buildings are required to have the Unlimited Meal Plan: Alumni, Apartment 5, Apartment 6, Benoit, Henderson, Marmion, and Snyder.

Students residing in Apartments 1 – 4 and East Campus have the option of a 5, 10, or Unlimited Meal Plan. Students residing in East Campus are not required to have a meal plan. Please note that students residing in these residence halls are automatically assigned to the Unlimited Meal Plan unless specific meal plan is requested.

Commuter students are permitted to purchase the 5, 10, or unlimited meal plans through the Office of Residence Life, however the commuter meal plan/blocks must be purchased at Trane Stop. Please be advised that meal plans for commuter students do not carry over from Fall to Spring semester.

After the first meal plan change (for those students eligible) in an academic year, there is a \$50.00 administrative charge for subsequent changes.

#### **4. ROOM ASSIGNMENT POLICY**

Initial room assignments for entering students are made by the Office of Residence Life. Attempts are made to honor mutual roommate requests and hall preferences; however, in accordance with the residence hall housing terms, housing staff reserve the right to change room assignments when necessary.

#### **5. ROOM CONSOLIDATION POLICY**

In order to accommodate requests for campus housing, students living alone in double rooms/suites may be required to move together into one room/suite. If space is not needed, the option to keep this room with a vacancy for the current semester only will be offered at an increased rate. The Office of Residence Life will help you to determine the nature of available space. If it is determined by the Office of Residence Life that residents are rejecting all potential roommates regardless of compatibility, students will either be billed an increased rate or consolidated.

#### **6. ROOM CHANGES**

1. Room and roommate change applications are available from the Office of Residence Life 14 days after the first day of classes; prior to that time, no room changes are permitted. It is the responsibility of the student who initiates the room change to inform his/her roommate that she/he would like to move. You must first speak with your RA before requesting a form. No room changes will be approved until this occurs.
  - a. Pick up a room transfer request form from the Office of Residence Life.
  - b. Complete the form and secure the appropriate signatures to indicate that the move is mutually agreeable. The Office of Residence Life will assist in locating available space.
  - c. Turn the completed form into the Office of Residence Life. If approved, notification of transfer approval will be given to the resident.
  - d. Make the move within 48 hours after receiving transfer approval. The move entails checking out of your current room with your Resident Assistant, completing the room condition report and turning in your room key into the Office of Residence Life within 48 hours.
2. After the first room change in an academic year, there is a \$50.00 administrative charge for subsequent changes.
  - a. Students who do not follow this procedure may have their requests for a room transfer denied. Students who transfer rooms without written approval of the Office of Residence Life may be required to move back to their original rooms, and a \$75.00 fine in addition to the administrative charge and/or disciplinary action will occur. End-of-the-semester room transfers must be completed BEFORE the students leave for vacation. If this is not done, the request for a room transfer will be denied.
3. Students may be reassigned to a new room as a result of a judicial sanction or administrative action.

#### **7. QUIET HOURS POLICY**

1. Consideration of others and mutual respect are among the most important ingredients for successful residence hall living. Noise levels which negatively affect study, sleep, or other activities will not be tolerated regardless of the time of day. It is the responsibility of all residents to be considerate of fellow students living in close quarters so that an environment conducive to academic success and personal happiness is maintained.
2. Minimum Quiet Hours have been established between 10:00 p.m. - 8:00 a.m. Sunday - Thursday, and 12:00 a.m. - 8:00 a.m. on Friday and Saturday. Consideration Hours are in effect during the periods not designated as Quiet Hours. Resident groups, in conjunction with the residence hall staff may decide to impose more restrictive Quiet Hours as the need/interest arises. 24 hour Quiet Hours are in effect during final exam periods.
3. Musical instruments (electric guitars, drums, etc.) are not to be played in residence hall rooms at any time.
4. Speakers are not to be placed in and played through open windows.
5. Perpetual offenders, after notification from the Associate Director of Residence Life may have their housing privileges revoked immediately for further violation of the noise policy.

## **8. FIRE SAFETY**

1. Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room, contact Campus Security and Safety immediately (x8333) to investigate the alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm. Power tools are not permitted to be used indoors. With the exception of apartments with kitchens, electrical kitchen appliances including popcorn poppers, hot plates, frying pans, toasters/ovens, and indoor grills (e.g. "George Foreman" type) are not permitted. The only UL approved cooking/kitchen appliances that are permitted in the residence halls without kitchens are microwave ovens, coffee makers, hot air popcorn poppers, and blenders. All residence halls are furnished with either a micro-fridge or refrigerator and microwave. Although you may bring your own, the University supplied appliances must remain in your room and may not be stored elsewhere. Prohibited devices will be confiscated and stored temporarily until they can be removed from campus.
2. Devices using an open flame such as candles with wicks (flameless candles are permitted), camping stoves, grills, fondue pots, incense, and gas lanterns are not permitted in or around the residence halls.
3. Students responsible for false alarms, either through negligence, vandalism, or a prank will be responsible for the fine imposed by the Fire Department, a \$500 University fine, applicable expenses (clean up, recharging a fire extinguisher, etc.) and subject to disciplinary action and/or arrest.
4. No containers of flammable liquids or volatile toxic materials like gasoline or kerosene are permitted in residence halls.
5. When a building alarm sounds, all residents must vacate the residence hall. Rooms may be inspected by Campus Security and Safety, Residence Life, and Emergency Personnel. No one may reenter the hall until the official present has secured the building and given permission for residents to return. In conjunction with the Fire Department and Campus Safety, scheduled fire drills will occur at least once each academic semester.
6. No student may disengage or reset any alarm enunciator panel. This is the responsibility of the University official present.
7. No student may tamper with and/or misuse any fire safety equipment including, but not limited to, alarms, alarm covers, hoses, and extinguishers. Due to the seriousness of this offense (felony), all reported cases of misuse will be reported to local law enforcement.
8. Nothing may be hung from the fire suppression system (sprinklers) due to flooding hazards. Students will be held financially responsible for any repairs, replacement or cleaning of University and student property for negligence.
9. Items, including furniture and lofts, may not interfere with access to room doors, windows, and fire suppression systems (sprinklers).

10. Flammable items such as paper, drapes, or tapestries may not be used as wall and/or ceiling coverings. Students who want to personalize their room with their own curtains may do so only if the curtains are made of or treated with flame retardant material.
11. Halogen floor lamps are not permitted as they pose a severe fire safety risk due to the intense heat generated by the high wattage bulb.
12. Decorations, including Holiday trees/branches, shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match or must be treated with flame retardant material. Due to fire hazard, only artificial holiday trees are permitted in the residence halls. All holiday decorations must comply with all fire safety guidelines and should not cause permanent damage to buildings, fixtures, or furnishings. All holiday decorations must be removed prior to hall closing at the end of the semester.
13. The Florida Fire Prevention Code and State of Florida Electrical Code only permit extension cords with integrated UL approved surge protectors (internal breaker – on/off switch or GFI) for use within the residence halls. All other types of extension cords are prohibited.

## **9. DECORATION OF ROOMS**

1. Students may not paint their room.
2. Waterbeds are not permitted in the residence halls due to the weight and the high risk of water damage.
3. University furnishings may not be removed from any student room.
4. Room care and general housekeeping are the responsibility of room residents, and reasonable care of the rooms and University furniture is expected. Fines for room changes or housing terms termination may occur for careless or deliberate mistreatment of University furniture or uncleanness.
5. Room modifications including, but not limited to, the installation of window air-conditioning units, ceiling fans, dimmer switches, door locks, or removal of University carpet is prohibited.
6. University-owned, loft-able furniture must be left in standard configuration upon check out.
7. With the exception of the supplied loft-able furniture, constructed lofts are not permitted in residence halls. All bed frames and mattresses MUST be kept in the room and may not be removed from the room or stored anywhere outside the room. Students having unapproved lofts in their room and/or students who have removed any University furnishings from their room will be subject to a minimum \$100 fine per resident, removal of the loft, replacement of missing furniture, and disciplinary action.
8. Decorative alcoholic container collections (i.e. empty bottles, cans) or paraphernalia (boxes, containers, etc) are not permitted in any student room or apartment. A collection is considered to be four (4) or more containers (empty/full bottles, cans, etc) within a student room or apartment.

## **10. WINDOW POLICY**

1. Window screens and blinds are not to be unhooked or removed from the windows for any reason. All windows must remain closed when air conditioning units are operating in the residence halls.
2. Alcohol beverage containers, signs, posters, flags, etc. that can be seen from outside the building are not permitted on residence hall windows/sills.
3. Signs, posters, flags, and other items referencing alcohol, drugs and/or determined to be inconsistent with the University's Core Values may not be visible from or hung outside residence hall windows.

## **11. PETS**

Pets other than fresh or saltwater fish only in small aquariums (limited to 20 gallons) are not permitted in the residence halls. Pets are a problem inside a residence hall because of sanitation, pest control, allergies, and noise.

An initial fine of \$100.00 will be assessed and if the pet is not removed within 24 hours an additional \$25.00/per day fee will be imposed. Students who fail to comply with the initial request to remove the pet will be referred to the Office of Residence Life for disciplinary action. Students are also responsible for the actions of their guest and will be held accountable if a guest brings a pet inside a residence hall. Resident(s) will be responsible for any extermination costs incurred.

Domestic, exotic, and poisonous pets are prohibited including, but not limited to: cats, dogs, rodents, reptiles, birds, etc. A separate University pet policy exists for full-time, professional staff members who are required to live on campus.

## **12. PERSONAL PROPERTY**

The University is not liable for damages to or theft/loss of personal property, for the failure/ interruption of utilities or for injury to persons. Students must provide their own personal property insurance or make sure they are covered under their parents' homeowner's insurance policies. The University will not issue refunds for the failure or interruptions of utilities.

## **13. UNIVERSITY FURNITURE AND BUILDINGS**

1. University furnishings may not be removed from any student room/apartment. Violators will be fined a minimum of \$100 for each missing item, required to return the furniture within 24 hours to the room and be subject to disciplinary action. Upon re-inspection, any student who has missing room furniture will be charged for replacement furniture at the current market value (regardless of condition).
2. University-owned furniture has been placed in the lounges and common areas for use by all residents and guests of the University and may not be removed for personal use. Any student who has University-owned lounge/common area furniture in his/her room/apartment will be fined \$100.00 and charged for replacement furniture at the current market value and may keep the furniture that was moved into their room (regardless of condition).
3. Students are not permitted on the roof of any campus building or to access/exit any building through a window (except in the case of an emergency).
4. Students/Organizations are not permitted to do any renovations, construction, or modification to any buildings or surrounding grounds without prior approval from the Residence Life and Plant Operations Offices.

## **14. SAFETY**

1. All entrance/exit doors of all residence halls will be kept locked 24 hours a day, 7 days a week. Security violations, including propping open doors to residence halls and/or interior fire doors, are serious offenses because they jeopardize the safety and security of the residence hall. Violators will be subject to disciplinary action and possible immediate termination of their housing terms. In cases of abuse or excessive problems, upon posted notification, building common damage account will be assessed \$50.00 per infraction for propped doors.
2. Students should never leave their personal belongings unattended in common areas of the University (laundry room, lobby, study lounge, café, etc). The University is not responsible for damages to or theft/loss of personal property. Please refer to Section 12 "Personal Property" under the Guides to Residence Living.
3. Students should lock their doors for their own safety and security of personal belongings. Thefts do occur, and unlocked doors contribute to theft. The University has installed peep holes and dead bolt locks in all student room doors for your safety. Students should always carry their room and entrance keys/ID with them. Lost or

stolen keys/ID should be reported to the offices of Residence Life and Campus Security and Safety immediately. Students should make arrangements to meet delivery personnel at the entrance of their building. Additionally, students should not open doors or allow entry to individuals who do not possess an entrance key/ID.

## **15. ROOM KEYS**

1. Lost/stolen keys should be reported IMMEDIATELY to the offices of Residence Life and Campus Security and Safety. Lending/giving keys is prohibited. Students will be charged a fee for core lock change and new keys.
2. Lost/stolen ID cards for the Card Access system need to be reissued at Trane Stop. Students will be charged for a replacement card.

## **16. ROOM CHECK OUT PROCEDURES**

1. Residents must leave their rooms "broom clean" and free of any trash or other personal belongings/furniture/lofts when they move out of a room (during or at the end of the year).
2. Students, who have room damages, fail to properly clean their rooms and/or fail to return their keys at time of departure will be billed by the Office of Residence Life. When appropriate, bills will be split between roommates.
3. Specific instructions for the end-of-semester and/or end-of-year check out are distributed to all resident students before closing. A Residence Life Staff member must inspect your room prior to your departure. Failure to adhere to these guidelines will result in a minimum of a \$75.00 improper check-out fine.

## **17. DAMAGES, REPAIRS, AND BILLING PROCEDURES**

1. Damage to residence halls and individual residence hall rooms should be reported to the Office of Residence Life.
  - a. Students are responsible for locking their doors after final check out to ensure there are no thefts/vandalism in their rooms after they leave.
  - b. Students will be financially responsible for any and all furnishings missing or damages in their rooms after they move out.
  - c. If damages are found in a student room, the amount will be placed on student(s) account and will be split between roommates (where applicable).
2. Students are responsible for care of assigned rooms and furnishings. Charges may be assessed for damages to, unauthorized use of, or alterations to rooms, furnishings or buildings and for special cleaning necessitated by improper care of rooms or furnishings.
3. Students are responsible for care of public areas and furnishings. Public areas are defined as hallways, stairwells, lounges, kitchens, bathrooms, etc. "Common-Billing" charges may be made to residents of a section, wing, floor, or entire building (as appropriate) for damages and/or vandalism, to public areas of a residence hall. Common damage charges will be divided equally amongst residents of a particular area. This is part of the Housing Terms. Information on damages and vandalism in a residence hall should be given to a member of the Residence Life staff.
4. Billing will occur within three (3) weeks of the end of each semester (last day students permitted on-campus), where the Residence Life office will be posting damage charges to student accounts.

## **18. ROOM ENTRY**

When the appropriate University Officials plan to seek access to a student room in a residence hall for improvement or repair, attempts will be made to notify occupants in advance, although there may be entry without notice where life,

limb or property are jeopardized, or there is reasonable suspicion that University policy or law is being or has been violated. All visible violations of State, Local, and Federal Laws or University policy will be documented.

## **19. MISSING STUDENT POLICY/PROCEDURE**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Saint Leo Campus Security and Safety at (352)588-8333. Saint Leo Campus Security and Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Saint Leo University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Saint Leo will notify that individual no later than 24 hours after the student is determined to be missing.

A student who wishes to identify a confidential contact can do so through the Saint Leo University Office of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Saint Leo Security determine that the student has been missing for 24 hours, or if special circumstances dictate Saint Leo will notify P.C.S.O. and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, Saint Leo will notify the student's parents or legal guardian immediately after Saint Leo Security has determined the student has been missing for 24 hours.

## **20. ROOM SEARCH**

1. Nothing in the residence hall housing terms may expressly or implicitly give the University officials authority to consent to a search of a student's room by police or other government officials without a search warrant authorized by law.
2. The Associate Vice President for Student Services or designee may authorize a search of a student's room in a residence hall by members of the University to determine compliance with federal, state, and local criminal law or University regulations where there is a reasonable basis to believe that a violation has occurred or is taking place.
  1. The Associate Vice President for Student Services, or designee, shall authorize the search. The student(s) involved will receive written notice within 72 hours after the search. At the time of the search the University official must state the reason. Any search authorization may subsequently be reviewed by the Vice President for Continuing Education and Student Services or designee upon the request of the involved student(s). The purpose of such review is (a) to determine that the individual's rights were observed, and (b) to ensure that the authorization was well-founded. For example, authorization to search a room for stolen property would be considered well-founded and would not prevent punitive measures being taken on the basis of evidence accidentally uncovered which revealed another offense. If the Vice President or designee determines that the authorization was improper, nothing uncovered or seized during the search shall be used as evidence before the Administrative Hearing Officer, although stolen property will be returned to the owner(s).
  - a. When a search of a student's room has been authorized, it should be done in the presence of that student or the students in question.

- b. In the absence of the student, a note will be left at the room informing the student to contact the Campus Security and Safety immediately upon their return.
  - c. Both a Campus Security Officer and a professional member of the Student Services staff (typically an Associate/Assistant Director, Residence Life) will conduct the search.
3. Life Safety Inspections will be conducted periodically throughout each semester. Every residence hall room must be checked for potential health and safety violations by a member of the Residence Life staff. Staff will post signs stating the date and time of these inspections at least 24 hours in advance of the inspection. Staff however, are authorized to conduct Life Safety Inspections in the absence of the residents.

## **20. WET ROOM TERMS**

In accordance with the University's alcohol and guest policies, students may apply for and agree to the terms and conditions of a "wet room" terms when all the occupants of the room are over the age of 21. Additionally, alcohol may only be present if everyone (residents/guests) in the room/suite/apartment are 21. "Wet room" terms must be obtained and approved by the Office of Residence Life, and must be displayed in the room (typically students place on refrigerators). Violation of the "wet room" terms may result in the termination of this privilege.

## **21. MISCELLANEOUS**

1. Outdoor TV/Radio antennas or dishes are not permitted. Tapping into cable TV/dish systems is considered as theft and will be dealt with as such. Students will be fined a minimum of \$100 per person and disciplinary action will occur.
2. Signs, posters, etc. must be hung on bulletin boards and not on doors, walls, windows, etc., inside or outside residence halls. Residents may hang items on their room walls with putty adhesive or masking tape. Nails, tacks and mounting tape are prohibited.
3. Bicycles must be stored in student rooms or bike racks. Bicycles stored, locked or abandoned in public areas (stairwells, hallways, lounges, etc.) will be removed and stored at the owner's expense.
4. Skateboards, roller blades, and cleats need to be removed prior to entering a residence hall. These items cause uneven wear and damage the floors and carpets.
5. Metal-tipped darts and dartboards are prohibited.

## **22. ADA HOUSING ACCOMMODATION POLICY**

Saint Leo University Office of Residence Life is committed to achieving access and does not discriminate against persons with disabilities. This policy derives from the University's commitment to non-discrimination for all persons in employment, access to facilities, student programs, activities and services and addresses reasonable accommodations.

The appropriate recipient of accommodations is defined as one who has a physical or mental impairment which substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, performing manual tasks, or learning.

The Office of Residence Life will assign students with documented disabilities to appropriate housing (single room, modified room/bathroom, etc.) as such space is available in residence halls and apartment settings. If reasonable accommodations cannot be immediately satisfied due to capacity/facility design/availability/etc., the Office of Residence Life will prioritize this request before handling others. These accommodations will be provided within the basic guidelines to follow, with the understanding that students with disabilities may require unique housing

accommodations and these needs will be assessed on a case-by-case basis.

Roommates will be assigned to students with disabilities occupying modified rooms in the same manner as other residential students. Rental rates for students with documented disabilities shall be set at the same rate as any other student at Saint Leo University.

#### Determination of Need for Reasonable Accommodations:

Students who request reasonable housing accommodations must be prepared to provide documentation of the disability by a qualified professional on a yearly basis. Documentation must provide sufficient information to assist the institution in determining what difficulties the student would encounter in a normal residence hall living environment. Although formats may vary, the following critical data should be included in any documentation in support of a request for a reasonable accommodation.

1. Student's name, dates of examination/testing, examiner's name and credentials.
2. Identification of problem(s) or reason for referral.
3. In cases of learning disabilities, a list of the tests administered, including the names of test and version used.
4. An analysis or interpretation of test results.
5. Diagnostic summary with a brief composite of the entire assessment process. The summary needs to address the concerns raised in the section on reasons for the referral
6. Recommendations for housing accommodations (single room, modified room/bathroom, etc)

The provided information will be kept confidential and shared only with those involved in arranging the reasonable housing accommodation.

#### ***Requesting Reasonable Housing Accommodations:***

In order to be considered for reasonable housing accommodations students must supply the above information to the appropriate University Office (Learning Resource Center, Director of Disability Services) by the following dates:

- Returning Students: April 1
- New Students: June 1

Requests received after the above dates will be considered on a space available basis only, however, these requests will receive priority over other unmet housing requests. The appropriate Office above in consultation with the Office of Residence Life shall assess requests for reasonable housing accommodations. Each request will be reviewed on its own merits and verified by objective documentation about the effect of the specific documented disability on the ability to learn and live in the requested housing accommodation. It is the student's responsibility to identify themselves on a yearly basis (by the above deadline) in order to be considered for a reasonable housing accommodation for the following year. No special housing accommodations will be made to any student who has not completed the process outlined above.

Finally, students who have a documented disability may elect not to disclose the disability and not seek/need reasonable housing accommodations.

#### ***Appeal Process:***

If a student with a documented disability believes that he/she has not be provided with a reasonable housing accommodation, the student should direct their concern to the Assistant Vice President for Student Services or designee. The student must provide, in writing, documentation of the disability, the nature of the concern and any other relevant information. The decision of the Assistant Vice President for Student Services or designee is final.