

## Residential Life Office: Welcome and Expectations

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Welcome to Residential Life at University of the Ozarks! We believe that a positive residential living experience is rooted in the number of opportunities that students take to engage in the community around them. The professional, and student, staff members employed in our office are dedicated to assisting students in having the most positive on-campus living experience possible. In addition to challenging yourself with new experiences during your time living on campus, you are expected to adhere to the policies and procedures outlined in our Student Code of Conduct and Student Handbook.

The below policies and procedures articulate additional expectations that are also part of the Student Handbook, and are in place to ensure that each student has the ability to engage in a positive living experience while residing in, or visiting, our residential facilities. Please take the utmost care in reviewing our Residential Life policies. We want each student to be informed on these expectations as ignorance to, or lack of awareness of, these policies does not constitute a reasonable response for violations. The Office of Student Affairs also affords certain rights and responsibilities to students and expects in return that students will conduct themselves in a mature and responsible manner that best represents the institution and themselves.

We hope that you enjoy your time living on campus and please do not hesitate to reach out should you need any assistance, as our goal is always student success!

Thank you,

The Office of Students Affairs

## Administrative Policies and Procedures

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The below Administrative Policies and Procedures are in place to ensure that each student is aware of the different administrative functions of the Residential Life office, the protocol for addressing administrative related issues, and the expectations that both our office and students will be held to.

### Communication Tools

Residents are responsible for information sent through campus e-mail and campus mail. Thus, please be sure to check all forms of communication on a daily basis.

### Consolidation of Rooms

Students in on-campus housing during the academic year, who find themselves without a roommate, you will be given 48 hours to identify someone from on-campus housing who is interested in moving into their room vacancy. If a student chooses not to identify someone interested in moving into their space after the 48 hours, students will be relocated to a permanent room space as needed to facilitate the consolidation process. Students will be notified via email of their new room assignment and will be given instructions to pick up their new key from the Office of Student Affairs.

### Damages

Rooms and apartments are inspected before students move in and after students move out of their assigned spaces. Room and apartment damage will be assessed for cost of repairs or replacement and charged as follows:

1. To any individual who accepts responsibility or is found to be responsible for the damage.
2. To occupants of a room where the damage was done and direct responsibility cannot be determined.

The RA inspection of rooms during the student move-out process constitutes a preliminary check. Student Affairs Professional Staff members will conduct the official closing checks and have final jurisdiction to assess charges for room damages. If damage is deemed to be intentional in nature, disciplinary action will also be taken. Repeated occurrences or damage by an individual or group will be investigated to determine whether further disciplinary measures are warranted, including dismissal from the University.

### Housing Agreement

Students will complete and submit an electronic housing agreement prior to the room selection process. If students do not have access to a computer to submit electronically, they may reach out to the Office of Student Affairs directly. Students have to complete this agreement form prior to room selection. The housing agreement is valid for the full academic year.

Once the student checks into his/her University residence at the appointed time for a given semester/summer term, the housing agreement may not be canceled except as specifically provided:

- For the full academic term(s) during the agreement period for which the student fails to register.
- When the student is required to live elsewhere by virtue of participation in either internships or academic exchange programs.
- Upon the completion of graduation requirements wherein the student subsequently leaving the university.
- When a student separates from the university on a leave of absence, withdrawal, or disciplinary action.
- In the event that the accommodations assigned to the student are destroyed or made unavailable and the university does not furnish other accommodations, the contract shall terminate.
- If the student drops below a 12-hour course load.

*(\*No refunds will be allowed for room, fees, and miscellaneous expenses after the official day classes begin. Board charges will be prorated to the date of official withdrawal.)*

Please see below for full University of the Ozarks Housing Agreement:

### University of the Ozarks Housing Agreement

#### TERMS AND CONDITIONS

The University of the Ozarks requires students to reside in University housing for two (2) years. Requests for exceptions to this policy must be filed in writing to the Office of Student Affairs and should be made prior to housing assignments.

The University affirms each student's right to live in an environment which affords reasonable personal security, the security of personal property, reasonable privacy, and an opportunity to sleep, read, and study free from undue interference. In order to ensure these rights, certain regulations are necessary.

#### ELIGIBILITY

Residents must be admitted students who are currently enrolled and registered for classes at the University of the Ozarks. Any student who leaves the University due to either disciplinary reasons or an official leave of absence shall be required to vacate the room and remove all personal property within twenty-four hours or immediately if circumstances dictate.

## PERIOD OF AGREEMENT AND OCCUPANCY

All housing assignments are made for the ENTIRE ACADEMIC YEAR, or the remaining portion thereof. The Academic Year, with reference to housing, is defined as the day on which University residences open at the beginning of the fall semester through the last day of final examinations at the end of the spring semester. This contract does not provide the student the right of occupancy between academic terms or during University holiday periods. Students living in the campus residence halls or suite style apartments are required to participate in the board plan(s) of the University.

## CANCELLATION OR SUSPENSION OF AGREEMENT

The University may cancel this agreement if the student does not meet the full terms of the agreement. For more information about cancellation of this agreement, please refer to the Student Handbook. Once the student checks into their residential community at the appointed time for a given semester, this housing agreement may not be canceled. (\*No refunds will be allowed for room, fees, and miscellaneous expenses after the official day classes begin. Board charges will be pro-rated to date of official withdrawal.)

## ROOM AND ROOMMATE ASSIGNMENTS

Room assignments are made without regard to race, sexual orientation, creed, color, or national origin. Every attempt will be made to honor roommate requests, but they are not guaranteed. Where no roommate request is made, assignments are made at the discretion of Student Affairs. Housing room assignments will be made based on the date that the student completes the housing process. The Office of Student Affairs reserves the right to: (1) assign students to available space, (2) alter any assignment at any time, in the case of administrative or disciplinary action, and (3) deny the privilege of housing to any student who has demonstrated behavior which significantly disrupts the residential environment.

## ROOM AND BOARD CHARGES

Payment for room and board charges may be made on the day of registration each semester. A student who withdraws from University housing during any term will be held responsible for the entire room charge for that term. A student who leaves the University for academic reasons (i.e., leave of absence) during a term will be considered to receive credit for the unused portion of the board plan.

## RESPONSIBILITY FOR THE ROOM

Each student will be required to complete the check-in portion of the Housing Inventory Form at the time of occupancy. When occupancy is complete it will be necessary to complete the check-out portion of the Housing Inventory Form with a Residential Life Staff member and return all keys.

## AUTHORIZED ENTRY

The University reserves its right of inspection of the residential buildings and all University-provided rooms. Inspection shall mean routine examination to determine whether there is damage to the room, whether the occupants are in compliance with safety and health regulations and provisions of public law, University regulations, or housing policy, to provide cleaning or maintenance work, or to conduct an inventory of University property. A room may also be entered if there is an indication of danger to life, health, or property, or for other reasons as determined necessary by the University.

## RESIDENCE AND UNIVERSITY REGULATIONS

The student agrees, as a condition of this agreement, to comply with requirements of public law and to comply with all University regulations, and policies as are published by the University of the Ozarks in the Student Handbook. The Office of Student Affairs agrees to make reasonable effort to inform students of any regulation changes or pertinent policy information.

### Housing Periods for Residential Facilities

Residential facility housing periods end at the conclusion of each semester. Students are expected to depart from the residence halls and apartments by the following dates and times:

- December 13, 2018 (10 a.m.) – Conclusion of fall semester
- May 16, 2019 (10 a.m.) – Conclusion of spring semester
- June 29, 2019 (10 a.m.) – Conclusion of first summer term
- July 27, 2019 (10 a.m.) – Conclusion of second summer term

Students who check out of a residential facility after the designated time will incur a \$100 fine for improper checkout, plus a \$100 fine per hour until they successfully check out. These fines will be in addition to, not in lieu of, fines for cleaning or damage to their space, as well as possible disciplinary action.

Students who are required to participate in university sanctioned classes, activities, or events during periods when housing facilities are unavailable may request alternative housing accommodations. These requests should be made through an official means, dictated by the department. The details of this process will be made available in Spring Semester. Requests must be successfully completed at least one week prior to the end of the academic term and are made at the discretion of the Dean of Students and Director of Residential Life.

\* Students interested in residing in university facilities during the winter holiday break should refer to the "Break Housing" section of the Residential Life Policies.

\* Students interested in securing housing during the summer academic terms should contact Residential Life at 479.979.1322.

### Break Housing

Residential Life provides break housing to students residing in university housing during the current academic year. Students intending to utilize break housing during the winter holiday break must who have both a fall and a spring housing assignment, and notify the Student Affairs office prior to beginning of the winter holiday break on a timeline determined and communicated by the department during the Fall semester. Additional details regarding break housing notification will be communicated to students prior to the winter holiday break:

#### *Winter Break Housing Dates*

- December 13, 2018 (10 a.m.) – January 20, 2019 (10 a.m.)  
\*Student Affairs Request and Approval Required

#### *Additional Break Housing*

- Thanksgiving Holiday: November 20, 2018 (4:30 p.m.) – November 23, 2018 (4:30 p.m.)
- Spring Break: March 22, 2019 (4:30 p.m.) – March 29, 2019 (4:30 p.m.)

Failure to adhere to the policies and procedures related to break housing will result in loss of break housing privileges and potential disciplinary action.

### Laundry Facilities

Laundry facilities are located in each hall. It usually takes 30 minutes to wash and 60 minutes to dry an average load of clothes. Laundry facilities are for use by building residents only. Laundry machine service in the residence halls are "open use" and do not require payment per use.

The department recommends that you stay in the laundry room during the entire wash and dry cycle of your laundry.

Repair problems on washers and dryers should be reported to Residential Life at 479.979.1322.

### Liability for Losses or Thefts

The University does not accept responsibility for loss, theft or damage to personal property of students. The University assumes no responsibility for items lost or stolen from student rooms, student automobiles, storage areas, laundry rooms, all other common areas, etc. The University strongly recommends that all students carry renter's insurance coverage for all items or property, as well as take reasonable steps to prevent losses or thefts, including but not limited to the following:

1. Keep your room locked at all times, and never leave your keys in your room. The best guard against property loss from your room is a locked door.
2. Residential students are advised against keeping large sums of money or other valuables in their rooms.
3. Record the serial numbers of all of your personal property and mark it with your name.
4. Do not leave property unattended in lounges, laundry rooms, study spaces, etc.
5. Report any property loss immediately to Public Safety.

### Lock-Outs

Students locked out of their room or apartment may contact the Office of Public Safety during normal business hours (8:00am – 4:30pm, Monday through Friday).

If a student is locked out after-hours (4:30 p.m. – 8 a.m., Monday through Friday) on the weekends, or on a University break, the student may contact the Resident Advisor (RA) on Call for their building to access to their room. A student ID card is required before a student will be allowed back into his/her room. After three "after-hours" lock outs, students will be charged \$15.00 to their student account for each additional after-hours lock-out. Lock out counts will reset at the end of each academic year.

Residence hall keys are not to be duplicated or loaned. Students are prohibited from placing their own locks on individual doors.

### Lost Keys

If a key is lost, the lock(s) to the student's room or apartment will be changed and occupants of the room will need to obtain new keys from Student Affairs. Additionally, a \$50.00 charge will be posted to the student's account in relation to the lock change and replaced keys. Students who duplicate a room key or do not return their room key at the end of the academic year will also be assessed a \$50.00 charge.

### Residency Requirement

All new students to University of the Ozarks are required to live on-campus for their first two (2) academic years.

New students are required to live on-campus for this period of time because University of the Ozarks is committed to the educational development of its students both in the classroom and in the residential facilities. Studies show that students who live on-campus earn better grades, are more involved in student organizations, and graduate at higher rates than students who live off-campus.

You are not required to live on-campus during your first two (2) academic years at University of the Ozarks if you meet any of the following criteria:

- You are at least 21 years old on the first day of the term.
- You are legally married. (certified copy of marriage license required)
- You are currently serving on active duty in the military.

- You live and/or travel to class from a principal residence residing with a parent(s) or legal guardian(s) which is located within a thirty-(30) mile driving distance of the University of the Ozarks Campus. NOTE: Commuter exemptions are NOT granted to reside with any other relative.
- You are a student at least two years removed from high school graduation.

If you meet any of the criteria listed above, and are interested in requesting a Residency Exemption, please complete the form located on the University website EagleNet portal. This form should be completed by the student and include any supporting documentation necessary. This form will be reviewed by the Office of Student Affairs located in the lower level of the Seay Student Center. Decisions will be communicated directly to the student via their University email account in a timely manner.

### Room and Roommate Changes

Room and roommate changes will typically be permitted only during designated periods. For the first two weeks of the semester a “room freeze” is in effect while the department conducts room verifications. Starting the third week of the fall and spring semesters, the freeze will end and Room Transfer Request Forms will be available in the Office of Student Affairs. Room change requests are only considered as space is available and are processed on a first come first serve basis. A student who wants to change rooms should follow these guidelines:

1. Room Change Request Forms, which can be found by contacting your Professional Staff Building Supervisor or the Office of Student Affairs, must be completed and signed by all students involved in the room change.
2. All students involved must check out properly and a room inspection will be completed during the change process.
3. Students will be held responsible for damages not noted on their original Room Condition Report (RCR) or room damage report.
4. Key Exchange must take place with the appropriate Residential Life staff member.

Room and/or roommate changes that do not follow this procedure are considered unauthorized room changes and all students involved in the change are subject to an immediate \$100.00 fine at the time the unauthorized room change is confirmed. Forcing, or attempting to force, resident students to move out of a room, suite or apartment is prohibited and may result in disciplinary action against the student. Only professional Residential Life staff can give permission for students to switch or move rooms.

### Room Condition Reports (RCRs)

RCRs will be completed by Residential Life Staff prior to move-in. Upon move-in, students are strongly encouraged to report any damages or issues with their rooms or furniture directly to their RA and Student Affairs Professional Staff building supervisor. It is the student's responsibility to ensure that any reports of room damage are submitted within 24 hours of moving into the room.

Upon moving out of the room, all undocumented damages, as well as any new damages or cleaning fees, may be assessed for charges. When a resident checks out of their room, an RA will perform a preliminary inspection, but a professional staff member will perform the final inspection to determine the official closing condition, as well as assess any charges.

### University Apartments/Houses Eligibility

Students are eligible to live in the University Apartments/Houses if they meet one of the following criteria:

- Are 21 years of age or older by the first day of the term.
- Earned 60 or more credit hours by the first day of the term.

- Traditional first and second year students are not eligible to live in Apartments during their first and second year residing on campus, regardless of incoming credit hour amounts or totals.
- Have lived on-campus at University of the Ozarks for at least two (2) full academic years.

The Office of Student Affairs may make exceptions to this policy in order to keep vacancies to a minimum.

When a mid-term vacancy occurs in a University Apartment/House, the Office of Student Affairs will find an eligible student to occupy the open room. Current residents may not be consulted during this process.

#### Rooms Types

- King Hall/Smith Hall
  - Single & Double Rooms
  - Common Bathrooms
- MacLean Hall
  - Single & Double Rooms
  - Common Living Space
  - Private and Shared Bathrooms
- Trustee, Mabee, Bagwell-Jones, & Cary-Wortz Hall (Suites)
  - Single & Double Rooms
  - Semi-Private Bathrooms
  - Common Living Space
  - Full Kitchen
- North Street Apartments, Jackson Street Apartments, & College Avenue Apartments
  - Double & Private Rooms
  - Shared Living Space
  - Full Kitchen
  - Private Bathrooms
- University Houses
  - Double & Private Rooms
  - Shared Living Space
  - Full Kitchen
  - Shared Bathrooms

#### Weather Emergencies

When severe weather may affect University of the Ozarks, the Office of Public Safety, or designee, will activate the University's Emergency Preparedness Task Force to take any precautionary measures needed.

#### Withdrawal from Housing

A student who has decided to leave the residential facilities must follow the following procedures:

- Inform a professional Residential Life staff member of his/her intent to leave.
- Coordinate a time with a Resident Advisor to complete the "Room Condition Report."
- Return keys to the Residential Life Office.

Refunds are based upon the schedule stated in the housing contract. Students who are removed from the residence halls or apartments for disciplinary reasons will not be eligible for any room or board refunds.

## Community Standards and Hall Policies

The below Community Standards and Hall Policies are in place to ensure that each student is aware of their residential Rights and Responsibilities, the protocol for addressing Community Standard and Hall related issues, and the expectations that both our office and students will be held to.

### Rights and Responsibilities:

- The rights to study, read, relax and sleep without measurable interference, noise or distractions, and the responsibility to help others have these rights.
- The right to feel safe in the residence halls, and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others.
- The right to have respect shown for one's personal property, and the responsibility to respect other's personal property as well as community property.
- The right to have visitors within the hall, apartment, or house during visitation hours but are responsible for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm, and the responsibility to ensure this right for others.
- The right to a clean living environment and the responsibility to help keep it clean and report maintenance issues as they arise.
- The right to maintain one's personal beliefs and values, and the responsibility to respect the beliefs and values of others.

### Alcohol Policy

- Possession, use, or serving of alcohol by persons under 21 years of age is prohibited.
- Possession, use, or serving of alcohol by for any of age person is prohibited.
- Furnishing alcohol to persons who are under 21 years of age is prohibited.
- Being intoxicated in public or a public area and/or being disorderly or destructive during or following the consumption of alcohol is prohibited.
- Misrepresenting one's age for the purpose of purchasing or consuming alcohol is prohibited. This includes, but is not limited to, the use of false identification.

### Alcoholic Beverage Containers and Displays

Alcoholic beverage containers and/or packaging are not permitted to be stored, used, displayed or collected for any reason, regardless of the contents or purpose. Promotional signs or posters for alcoholic beverages or illegal drugs are permitted in student's rooms, but may not be displayed on windows, external doors, balconies, or any surface that can be viewed from outside the room or apartment. Decorative shot glasses and flasks may be displayed in rooms, but are subject to confiscation if used in a manner that violates the university policy on alcohol use.

### Residential Balconies

The following rules apply to residential balconies in order to ensure general student safety within, and the aesthetic integrity of, the Residential Facilities:

- No university-provided furniture may be located, at any time, on the balcony
- Throwing of objects off the balcony is prohibited
- Grills are prohibited.

- No items should be hung from balcony rails (including, but not limited to: towels, rafts, signs, hammocks, clothing, flags and lighting). Signs related to school spirit shall be permitted pending the approval of the Office of Student Affairs. Each sign shall be evaluated on a case by case basis.
- Balconies may not be used for storage purposes (including, but not limited to: garbage, indoor furniture, and bicycles)
- Smoking is prohibited, along with candles, fireworks, or any items that are combustible or utilize an open flame,

### Cohabitation

Cohabitation is not permitted in residence halls, apartments, and houses. Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were living there. Instances of cohabitation will result in disciplinary action for all parties involved, up to and including fines.

Examples of cohabitation include, but are not limited to:

- Accessing the room or apartment while the assigned occupants are not present
- Utilizing a key to enter a room or apartment to which one is not assigned
- Keeping clothing and other personal belongings in the residence hall or apartment
- Sleeping overnight in the room/apartment on a regular basis
- Using the bathroom and shower facilities as if they lived in that room/apartment
- When a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room, this will also be considered a violation of this policy

### Community Kitchen

Students have access to community kitchens in the Residence Halls. Kitchen use is for building residents only. In order to ensure a safe and clean environment, students are required to clean up after themselves in the kitchen, including throwing away any trash, wiping down the counters, cleaning all dishes, and turning the oven off. Residents are responsible for their own food and personal belongings in the kitchen or refrigerator. Students are not permitted to store food, cooking equipment, appliances, or other items in the kitchen at any time.

#### Fire Safety Rules for the Kitchen:

- Never leave cooking food unattended.
- Never put foil or metal in the microwave.
- Turn the oven OFF when you finish cooking or leave the room.
- Do not use any additional kitchen appliances in the space. Please see 'Cooking Appliances' for a list of approved appliances.
- Failure to adhere to these policies may lead to loss of kitchen privileges or disciplinary action.

### Cooking Appliances

In order to promote health and sanitation, as well as prevent fire hazards, the following restrictions and rules apply to cooking appliances:

- Microwaves must be 800 watts or less
- Coffee makers and electric kettles must be equipped with automatic shut-offs
- Heated presses such as "George Foreman" style grills, panini presses, quesadilla makers, and waffle irons are not permitted in the residence halls, but are permitted in University Apartments and Houses.
- Toasters, toaster ovens, and other appliances with exposed heating coils are not allowed in the residence halls, but are allowed in university apartments and houses.

- Full sized refrigerators are provided in university apartments and houses, as well as community kitchen spaces. Only those university-provided full-sized refrigerators are permitted on campus. Students may bring their own "mini fridge" so long as it does not exceed 3.5 cubic feet in volume.

### Courtesy Hours

Courtesy Hours are in effect 24 hours a day, 7 days a week both inside and outside the residence halls. This means that any reasonable request from one resident to another to be quieter must be heeded. Consideration for others is a primary component of community living and students agree to uphold this expectation when they become residents. Noise level must not deter students who want/need to study or sleep at any time. Students must comply with any student or staff member's request to observe courtesy hours.

Please note: Speakers may not be placed on windowsills/balconies, and pointed outside the room. This behavior is considered to be in direct violation of courtesy hours and will be addressed by Student Affairs staff and Public Safety staff.

### Dangerous and Disruptive Activities

The following activities are deemed dangerous/disruptive, and are prohibited in residential facilities:

- Accessing rooftops or ledges
- Climbing from windows
- Scaling or rappelling from balconies or exterior walls
- Throwing, bouncing or kicking of any object in or from a window, ledge, roof, stairwell, balcony, hallway or any other common area, or room.
- Playing sports in individual rooms, hallways, or lobbies
- Skateboarding, Rollerblading, using scooters, biking, etc.

Students engaging in any of the previously listed behaviors will be subject to disciplinary action. In addition, any damages to facilities resulting from these activities will result in charges to either the individual or the community.

### Flammables/Fire Hazard

Certain items are not permitted in the residential facilities (Residence Halls, Apartments, and Houses), or on balconies, and will be confiscated if found. The following items will be disposed of, donated, or turned over to Public Safety, and will not be returned to students:

- Candles
- Candle Warmers or scented wax warmers
- Incense and incense burners
- Halogen Light Bulbs
- Decorative lights including salt lamps or lava lamps
- Holiday Lights or string lights. LED "rope lights" which are fully enclosed are allowed so long as they do not generate an excessive amount of heat.
- Live Christmas or Holiday Decoration Trees
- Fake Christmas or Holiday Decoration trees with light
- Flammable substances or fuels (butane, paraffin, or propane, for example)
- Fireworks or any other explosive or incendiary devices.
- Extension Cords or multi-outlet plugs without surge protectors. Surge protectors with long built-in cords are allowed

### Grills

Charcoal, gas, and electric grills, as well as charcoal and propane are prohibited from being used or stored in any of the residence halls, apartments, and houses or within any of the surrounding areas. George Foreman Grills are also prohibited in the residence halls, but may be used and stored in apartments and houses.

University provided grills are available in various locations around residence halls. Please see your residence hall staff for additional information.

### Guests in Residential Facilities

University of the Ozarks has specific residential visitation expectations; students may have guests (student or non-student), however the following rules and apply:

- All guest visits must be approved by all roommates/suitemates.
  - Approved guests are permitted to stay no longer than three (3) days in Residential Facilities.
- Guests must be escorted by a current UO student at all times while in the residential facilities.
- Guests visiting students of the opposite gender must use the public restrooms located throughout the building or a restroom which aligns with their gender, unless the resident being visited has a private bath.
- At no time may a resident or a resident's guest deny a roommate access to their room or behave in a manner that causes the roommate to become uncomfortable.
- Cohabitation is prohibited. (see Cohabitation policy)
- Residents are not permitted to assign, sublease, or rent their assigned spaces, or other residential spaces, to other people.
- All residents will be held accountable for the behavior and conduct of their guests while they are in the residential facilities. All resident guests are expected to adhere to all University and Residential Life policies.
- Children 17 years and younger are not permitted as guests in University residence halls without a parent/legal guardian, and are not permitted to stay as guests in University residence halls overnight.
- Children 17 years and younger are not permitted as guests in University residence halls earlier than 8am and later than 10pm.

### Beds

Only loft beds provided by the University are permitted in the residential facilities. Requests may not be made to have beds placed in, or removed from a student's room. All university beds are required to stay in their designated room and may not be removed for any reason.

Students who would like to raise or lower their loft beds MUST place a work order with their Resident Advisor or Student Affairs. DO NOT attempt to raise or lower a bed yourself, as doing so without the proper tools can result in damage to the frame. Students whose beds are damaged for this reason are responsible for such damages.

Residents are not permitted to construct or install lofts.

### Musical Instruments

Musical instruments may not be played in student rooms except for electronic instruments with headphones.

### Pet Policy

All pets, other than university approved/registered Emotional Support Animals and/or Service Animals and non-carnivorous fish, are prohibited in and around residential facilities, administrative buildings, and any food venue on campus (this is for ESA's only as per accordance with the Residential Life Policy signed at the moment of registration). This includes, but is not limited to, all courtyards, breezeways, common spaces and parking lots within the residential communities. Fish must be stored in tanks of 15 gallons or less while in the residential facilities.

Pets/animals are welcome on our campus grounds as long as they are leashed or tethered. Any disruption to normal activities caused by these visiting pets/animals will incur in a notice of immediate removal from the premises.

Any student who is observed, or any student whose guest is observed, with a dog, cat or other prohibited animal – visiting or residing – on residential premises will incur a \$100.00 fine per day. If the pet is not removed within 24 hours, students are subject to increased fines, further disciplinary action, and potential removal from university housing.

Students are also discouraged from feeding any stray animals around campus.

Exceptions will not be made for any temporary keeping of pets. Professional Residential Life Staff members who live on-campus are allowed to keep pets when approved by the Director of Residential Life.

### Quiet Hours

The Office of Student Affairs may implement designated quiet hours for specific periods as the situation may arise, including, but not limited to, finals week, when quiet hours are in effect 24 hours per day.

### Room Responsibility

Residents assume total responsibility for their room/suite/apartment/house and for the behavior and activities which occur within all assigned living areas. This includes, but is not limited to, common living spaces (living room/kitchen) in university apartments/houses and suite restrooms.

### Tobacco

University of the Ozarks is a “tobacco-free” campus, and prohibits the use of all tobacco products on all property that is owned, operated, leased, occupied, or controlled by the University. “Property” for purposes of this policy includes:

1. Buildings, structures, enclosed bridges and walkways, university carts and vehicles, personal vehicles in these areas, and any other indoor areas owned or managed by the university.
2. Parking lots, parking garages or structures, grounds, sidewalks, rooftops, plazas, courtyards, athletic facilities, entrance/exit ways, university-owned or -leased vehicles, and any other outdoor areas owned or managed by the university.

This policy applies to all University of the Ozarks students, employees, consultants, contractors, visitors and external individuals, companies renting university-owned space, and property owned or managed by University of the Ozarks.

### *Definitions*

1. “Tobacco Products” means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), e-cigarettes (any device intended to simulate smoking), smokeless tobacco.
2. “Members of the University community” include its faculty, staff, students, volunteers, customers and visitors.
3. “Property” includes buildings, structures, grounds, parking lots or structures, enclosed bridges and walkways, sidewalks, university carts and vehicles, as well as personal vehicles in these areas.

Violations of the policy will be addressed in accordance with current University policies and procedures. Accordingly, students may expect a University response under the student code of conduct. The University encourages students to engage in an approach of collective responsibility to hold each student accountable to the tobacco free policy expectations. Additionally, traditional reporting resources of Public Safety and Residential Life are available for support and enforcement of the policy.

### Exceptions

The use of tobacco products may be permitted for controlled research with prior approval of the Provost and the Dean of Students, with notice provided to the Office of Student Affairs.

Tobacco use and/or smoking on campus may be permitted for educational or religious ceremonial purposes with prior approval of the Provost and Dean of Students with notice provided to the Office of Student Affairs.

### Solicitation and Sales

Salespeople and solicitors are not permitted in residential facilities at any time. Unauthorized salespersons should be reported to Residential Life 479.979.1322 or Public Safety 479.979.1424 immediately.

Only postings, flyers, or other materials authorized by professional Residential Life staff can be distributed in (or on) any of the residential facilities on campus.

### Unauthorized Use of Space

Unauthorized use of space is not permitted in residence halls, apartments, and houses. Unauthorized use of space occurs when a person who is not assigned or authorized to have access to a particular residence hall room, apartment, house, common space, secured space, or storage area gains access through means not approved by the university, including entering an unlocked door. Instances of unauthorized use of space will result in disciplinary action for all parties involved, up to and including fines.

Examples of Unauthorized Use of Space include, but are not limited to:

- Accessing a room, apartment, or house while the assigned occupants are not present
- Entering a room, apartment, or house (utilizing a key or through other means) to which one is not assigned
- Occupying a room, apartment, or house to which one is not assigned
- Accessing an adjoining empty suite room through the restroom
- Accessing an assigned room, apartment, or house before a check in process has been completed
- Accessing university storage areas or other maintenance areas for any reason.

### Vehicles in The Residence Halls

#### *Bicycles*

Bicycles may either be stored in a student's room, or on bike racks provided by the university, and are prohibited from being stored in any other location. Bikes, skateboards/longboards, and other items may be stored in a student's room as long as all roommates agree to storage of the items in the room.

Storage of bikes (or other items) underneath stairwells is prohibited.

Bicycles found abandoned in or around residential facilities at the close of the semester will be removed and disposed of.

#### *Motorized Vehicles*

Vehicles with combustion engines may not be stored in or around residential facilities. Motorcycles and scooters should be parked in an appropriate parking lot. Vehicles found in violation of this policy will be removed by the University, and all costs associated will be charged to the responsible party's student account.

Other vehicles such as boats, vehicle trailers, RVs, or "u-haul" style trailers are not permitted to be stored or parked on campus, unless otherwise approved by the Dean of Students and Director of Residential Life or Director of Public Safety.

Certain electric motorized vehicles, including self-balancing two-wheeled boards and any other self-powered vehicles which are deemed unsafe by Residential Life are prohibited from all Residential facilities at all times.

## Facility Information and Policies

The below Facility Information and Policies are outlined to ensure that each student is aware of the different services Residential Life and the University provide, and the expectations that both our office and students will be held to.

### Air Conditioning/Heat

The thermostats (when present) in residential facilities are very sensitive. For this reason, students should adhere to the following guidelines for use of the AC units:

- DO NOT turn off the A/C system to the OFF setting, even if leaving the room for an extended period of time.
- If you are leaving the room leave the fan setting in the AUTO position.
- The thermostat temperature setting should ALWAYS remain between 68 and 74 degrees. Setting the temperature outside this range could cause the unit to stop working, or damage the unit.
- The fan AUTO setting will cycle air flow on as off as needed. ON will provide continuous airflow. DO NOT turn the unit OFF.

If residents experience any problems with temperature, they should place a work order with their RA staff member. Students are responsible for any damage to AC or heating systems caused by students operating the unit outside of the above parameters, or by not contacting Residential Life with maintenance issues in a timely manner. Residents will be charged for replacing a damaged thermostat. In the Residence Halls, Apartments, and Houses opening a window while running the air conditioner can upset temperature control for the entire facility. Opening windows also creates conditions conducive for mold growth. Students should keep windows closed while the air conditioner is operating.

### Cable

All University of the Ozarks buildings receive cable channels from a cable TV service provider with a selection of both High Definition and Standard Definition channels.

### Common Area Damages

Residents assume responsibility for the condition of their assigned room/suite/apartment/house and for the damage which occurs within all assigned living areas. This includes, but is not limited to, the common living spaces (living room/kitchen/bathrooms/study rooms) in Apartments, Smith Hall, King Hall, MacLean Hall, Suite Buildings, and any university owned house. Unless the students responsible for damages to these spaces can be identified, damage charges for common space areas may be collectively billed to all students assigned to room/suite/apartment/house regardless of when the student checks out.

### Furnishings

At no time is any University-issued furniture allowed on balconies, or otherwise outside of the room, apartment, house, or common area in which it was found. Charges will be assessed for any damages made to university furniture.

#### *Individual Room Furniture*

Students are responsible for the condition of their rooms and all furniture assigned to it. University provided room furnishings must remain in students' individual rooms. Charges will be assessed if furniture is found to be missing. Students may rearrange furniture, but must use it only for its intended purpose. Upon checking out of a room, all furniture must be reassembled as it was originally found. Should a student choose to bring additional room furniture (mattress, bedframe, desk, etc.), the student furniture must be arranged and used in a way so that all university furniture safely remains in the room. Waterbeds are not allowed in residential facilities. If additional furniture is brought into the residential facilities, it must be removed when the residence halls close or the student leaves the University.

Students will be charged for the removal of any furniture or other personal items left after vacating their rooms/apartments.

### Common Area Furniture

Furnishings in the common areas of the residential facilities, including apartment and house common areas, are provided for the use of all the students and may not be taken into individual rooms. Protection of public areas and equipment is the shared responsibility of all students.

### Mildew and Mold

Humidity inside buildings in the Arkansas River Valley is often high which encourages the growth of mold and mildew. Mildew is a fungus that produces spores that grow and spread easily through the air. These spores can cause allergic reactions and other health issues. Mold and mildew grow in areas that are dark and moist.

The following are suggestions for preventing and treating mold and mildew:

- Follow all instructions for your room/apartment/house AC unit, and do not turn the unit off or set the temperature too high or low.
- The key to prevention is to keep everything clean, well lit and dry.
- Hang up damp towels and clothes to dry completely.
- Leave the bathroom door and shower curtain open to allow the walls to dry after showering.
- Select cleaning products specifically designed to treat/prevent mold and mildew.
- A weak solution of bleach and water can also be effective in cleaning mold and mildew.

Most shower curtains can be cleaned in a washing machine with bleach, detergent and warm water.

If a student notices mold or mildew growth in their residential space, they must report it to their RA or professional Residential Life staff member IMMEDIATELY. The university is not responsible for student items damaged by mold or mildew.

### Painting

Residents are not permitted to paint any of the interior or exterior surfaces of their assigned residential space. This includes, but is not limited to:

- Doors
- Walls
- Ceilings
- Floors
- Furniture
- Windows
- A/C units or vents

Residents will be charged for any costs associated to returning the assigned space to its original painted condition. Residents will also be held responsible for any corresponding conduct violations related to damaging university property.

### Recycling

Recycling services are provided in all residential facilities. Students are encouraged to recycle the following items by placing them in a designated recycling bin location:

- Plastic bottles and containers
- Aluminum cans
- Newspapers

- Magazines & Cardboard

### Trash Disposal

Trash services are provided in all residential facilities. Students are expected to dispose of personal trash by placing it in a designated disposal location. Trash may not at any time, be placed in hallways, breezeways, on doorsteps, balconies, or in other public areas.

Excessive trash in the residential facilities or failure to properly dispose of trash may result in charges being placed on students' accounts as well as possible disciplinary action for repeated offenses.

### Safety and Security

The below Safety and Security policies are in place to ensure that each student is aware of the partnership between themselves and University to ensure that they are provided with a safe and healthy living environment. The below policies are expectations that both our office and students will be held to.

#### Door Security

Part of the obligation of community living is to help safeguard the living environment. Students are reminded that they share in the responsibility for the security of their rooms and the buildings in which they live. Students are expected to keep their rooms/apartments/houses locked at all times and also to report individuals who appear to be tampering with locks, damaging facilities, harassing students, or behaving suspiciously. Students need to be particularly security-minded at times of check-in, holiday breaks, check-out, or when fewer residents are in the residential facilities.

The following behaviors can compromise the security of other students, and are prohibited:

- Giving one's personal keys or ID card to another person.
- Utilizing another individual's keys or ID to enter a space to which they are not assigned
- Leaving keys or ID card in a public space.
- Propping open lobby doors or card swipe doors.
- Attempting to force open any secure access door.
- Interfering with the locking mechanism of any door.
- Allowing individuals who seek entry to "tailgate" (allow others to enter the building without using their own entry card).

Students found responsible for any of the behaviors above will be subject to disciplinary action, potentially including fines to cover the costs of door repair or replacement.

#### Fire Alarm Procedures

When a fire alarm sounds act as if there is a real fire. Assuming the alarm is a mistake or a fire drill is extremely dangerous. To ensure your safety take the following steps:

- Proceed immediately to the nearest designated exit (do not use elevators)
- Upon exiting the building, follow further instructions given by Resident Advisors/Professional Staff or Public Safety Officers
- Do not re-enter the building until given permission by a university official.

In the event of a fire alarm, please make reasonable efforts to assist any students with a physical disability. Wheelchair-bound students should be transported to the nearest stairwell, and emergency personnel should be informed of the student's location upon their arrival.

Students found responsible for not evacuating a building during a fire alarm should expect to be fined \$100.00 on each occasion, and may face further disciplinary action.

### Health & Safety Inspections

To ensure the health and safety of all residents, residence hall rooms and apartments are checked periodically by the Residential Life staff. Room cleanliness, arrangement, and hygiene issues that interfere with the comfort, safety, security, health or welfare of the residential community will be addressed during these inspections. The Residential Life staff will distribute expectations for these inspections prior to their occurrence.

Residents must adhere to the following:

- Room windows must remain closed when the air conditioner is in operation. The air conditioning equipment does not function properly when windows are open.
- Window screens may not be removed at any time. Students who have removed a window screen will be required to pay for any damages or replacement costs.
- Stickers, transparent tape and double-sided tape may not be used on floors, walls, woodwork or doors. Non-marring adhesive materials are permitted. Charges may be assessed for any damage caused by improperly used or removed adhesives.
- Built-in shelves and unauthorized lofts (see "Loft Beds" policy) are not permitted. Students who have constructed these items will be given written notice to remove them. Failure to do so will result in additional fines being assessed directly to the student's account, the responsibility for any repair costs, as well as potentially affect the status of the student's on-campus housing.
- Airflow vents should never be obstructed. Blocking the airflow can create a fire hazard.
- Tampering with any of the fire safety equipment is a felony, and is prohibited by policy. All smoke alarms, fire detectors and other safety devices must be in proper working condition at all times. At no time should a smoke detector be found turned off, covered, modified, removed, or impaired in any way. Any issues with malfunctioning smoke detectors, fire alarms or other safety equipment should be reported immediately to Residential Life.
- Installation of ceiling fans or air conditioning units is prohibited.
- Realizing that the display of certain items may be considered offensive and disrespectful to some community members, the University requires the use of discretion concerning the content of pictures, posters or written materials displayed in rooms and hallways. Residents possessing any materials the University deems questionable will be asked to move such items to a more discreet posting location, or remove them entirely.
- Daily room care and cleaning are the responsibility of each student. Rooms should be orderly at all times.
- Trash must be taken to the appropriate trash receptacles.
- Trash bags may not be stored temporarily in hallways, breezeways or other high-traffic areas.
- At no time may trash be kept on balconies.

### Health Concerns for Residential Students

As advised by community health professionals, students diagnosed with a communicable disease, such as measles, mumps or chickenpox, will be quarantined in their room or in an unoccupied residence hall room when available. They will be asked to remain in their room as much as possible during the period in which they are contagious. Arrangements will be made to bring them their meals. All efforts to stop the spread of the disease will be made. The best protection against such diseases or common infections like the flu is a current immunization.

### Search and Seizure Policy

Authorized University officials have the ability to enter students' rooms for reasons related to normal inspections, maintenance purposes, general safety and security of the community, and to address policy violations in progress or that may have occurred. Staff members who need to enter a room during the performance of their duties will knock and identify themselves. A resident need not be present for a staff member to enter the room.

Students are reminded that the University of the Ozarks campus is the private property of the University. When the Office of Students Affairs professional staff reasonably suspects that suspect items are contained among a student's possessions, the student shall be required to make such possessions (including but not limited to backpacks, locked containers, motor vehicles, electronic communication via text/email, etc.) accessible. If a student refuses to give access to their possessions or communication, the suspect items may be confiscated for investigation, and used in any disciplinary proceedings. Furthermore, any student who refuses to give such access to their possessions may also be subject to additional university conduct violations.

Items prohibited by law or University policy that are present in a student room will be confiscated by the staff member and used in a disciplinary proceeding. Such items will not be returned to students.

If a University staff member, who enters a room to perform his or her duties, has reason to believe:

- Items prohibited by law or University policy are concealed from view,
- There is a violation of public law or of University regulations or standards, or
- There is a possibility of imminent hazard to persons or property;

In the event that the search of a student room is believed to be appropriate, the Student Affairs staff member on-site will contact the Dean of Students or Assistant Dean of Students, who shall have the right to conduct or order a search on University property and premises under emergency circumstances, and/or when violations of civil or criminal law or University regulations are in question. Reasonable effort shall be made to have the student present during any search, and the student shall be informed as to the reasons for the search and the objects or information sought, except when the Office of Student Affairs believes that a serious policy violation or emergency exists.

### Smoke Detectors & Life Safety Equipment

Life safety equipment and devices, such as smoke detectors, fire extinguishers, exit signs, and fire alarm pull stations are placed in student rooms and throughout the residential facilities for safety. Any student found tampering with such equipment in any way will be subject to a \$100.00 fine in addition to the cost of any necessary repairs, with the possibility of further disciplinary action.

Report any damaged or inoperable fire safety equipment to a professional Residential Life staff member or a Resident Advisor.

### Conclusion

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These policies were updated on and effective from August 1, 2018. The University reserves the right to adjust the Residential Life Policies as it determines necessary in order to assure fairness, order, efficiency, or the physical and emotional security of individuals.