

Policy Number	610.002
Policy Title	University Housing Policy
Responsible Officer	Director of Business Operations
Responsible Office	University Housing
Summary	This document addresses the policies and procedures applicable for all University-provided student housing at CIU.
Definitions	<p>For the purposes of this Residence Life information, individuals to which these policies apply are referred to as “resident” or “student.”</p> <p>“University Housing” means any residential facility and residential facility common areas of CIU, including, without limitation, residence halls, apartments, houses and any similar accommodations provided to residents.</p> <p>“Eligible Residents” of University Housing may include, under specified circumstances set forth herein, undergraduate students, graduate students, employees and alumni.</p>
Approving Body	Academic Council; Administrative Council
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Departmental Impact	All University

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

All undergraduate students are required to live in University Housing unless they meet certain exception criteria. Graduate students are not eligible to live in Residence Halls but may apply to live in other University Housing on a space available basis. CIU will accept applications for University Housing (other than for Residence Halls) from employees and alumni on a space available basis, with priority given first to current undergraduate and graduate students. Dependents of Eligible Residents may reside in University Housing (other than Residence Halls), subject to residency limitations in each housing unit.

Rationale, Procedures, and Additional Guidelines

Residence Life at Columbia International University (CIU) offers students an opportunity to grow and develop through living and learning with others in an educational community. The Residence Hall is more than just a place to live; it is an environment for individual growth through community living. The Residence Life office and staff (Res Life) strive to provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship. CIU has both professional staff and student resident advisors living on campus to meet the needs of students as they strive to make the residence hall experience a positive one. Res Life staff members offer many learning opportunities by promoting programs and activities which enhance student development.

To foster the benefits in personal growth and educational opportunity from residential living, all full-time undergraduate students under the age of twenty-three (23) and enrolled in the traditional undergraduate program must live in the Residence Halls. Exceptions to Residence Hall residency requirements include the following:

- Undergraduate students living with family within commuting distance of campus (30 miles) are only required to live in the Residence Halls during their first two semesters at CIU.
- Undergraduate students who have completed four (4) semesters of study, who have reached the age of 21, and must be in good standing with Student Life to apply for residence in University managed apartments and houses ("Independent Student Housing") on a space-available basis.

Until space is available, students will continue to reside in the Residence Hall.

- Students who have at least one parent who is an employee of the University (including Ben Lippen School) are not required to live in the Residence Halls.
- Students ramping from an undergraduate to a graduate degree program are not required to live in the Residence Halls beginning in the academic year of that transition.
- Student with dietary-related disabilities should contact the Academic Success Center for possible housing and/or dining hall accommodations (academicsuccess@ciu.edu).

Requests for waiver of the residency requirement must be submitted to Res Life by March 15 (returning students) or July 1 (new students) for the coming fall semester and by October 15 (returning students) or November 1 (new students) for the coming Spring semester.

If a student submits a housing appeal to live off campus and the appeal is denied, the student is expected to comply with the university's housing requirements. In the event that the student chooses to live off campus despite the denial of their appeal, the student will be held financially responsible for up to 50% of the regular room and board charges. This charge will be assessed in order to maintain the integrity of the university's housing policies and to ensure that campus housing resources are adequately supported.

Residence Hall Leadership

Residence Director (RD)

A Residence Director, who is a full time professional, supervises each living area and lives in the area. Each Residence Director holds a Bachelor or Master's degree and has been trained to give students support and guidance within the living area. Residence Directors also have responsibilities for administering housing operations, upholding community standards, partnering with Security for student safety, and responding to maintenance and student needs 24/7. Residence Directors report to the Dean of Students.

Residence Assistant (RA)

Every living area has student staff members called Residence Assistants. RAs report to their respective Residence Director. RAs serve students in their living area by:

- Cultivating friendship and mentoring relationships with residents
- Developing community within the specific areas (i.e. floor, suites, hall)
- Holding students responsible to CIU community standards and policies
- Reporting maintenance and student needs

Residence Hall Requirements

Eligibility

Unless a student meets certain exceptions, all single, full-time, undergraduate students under the age of twenty-three (23) are required to live in University Housing. Students shall maintain a minimum of twelve (12) hours each semester to live in University Housing. Permission to remain in University Housing with less than twelve (12) semester hours must be granted, in advance, by the Dean of Students or Residence Life Coordinator. Failure to obtain authorization may result in suspension from University Housing. Non-students may be housed as needed and deemed appropriate by the Residential Services Coordinator. CIU does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, or veteran's status.

Availability of Space

In order to accommodate student housing demand, CIU reserves the right to fill all available bed space. Students residing in University Housing with one or more vacant bed spaces must maintain the housing unit in a manner allowing immediate occupancy by another assigned student. Failure to do so may result in a fee to the student. CIU reserves the right to require a resident to move to a different housing unit when deemed necessary by the Res Life office for reasons including, but not limited to, maintenance or closure of an area, changes in use of University Housing, crisis, safety or emergency situations, student violations or occupancy management needs.

In the event that regularly designated University Housing is not available, CIU reserves the right to assign residents to temporary accommodations including, but not limited to, converted study or utility rooms, student staff rooms, triples, or off-campus accommodations. While CIU makes every attempt to maintain consistent and quality services to residents, interruption of services in University Housing, if caused by mechanical difficulty, power outages, or other causes does not entitle residents to any claim against CIU or to any reduction in fees. CIU is not responsible of loss or damages due to acts of nature, theft or vandalism.

Holiday and Vacation Breaks

All Residence Halls are closed to residents during the Christmas holidays and summer break. Residents must vacate the Residence Halls by 5:00 pm on the posted Residence Hall closure date for the semester. Personal belongings may remain in Residence Hall rooms during the Christmas holidays (unless a room change has been requested). No belongings may remain in Residence Halls rooms during summer break. Residence Halls will have limited occupancy for approved residents for Fall break, Thanksgiving break and Spring break, but meal plans **will not** be active.

Meal Plans

All Residence Hall residents are provided with a seven-day unlimited meal plan as part of their room and board fee. Student with dietary-related disabilities should contact the Academic Success Center for possible housing and/or dining hall accommodations (academicsuccess@ciu.edu).

Housing Assignments

New Students

New students are assigned housing according to their enrollment deposit date, with the earliest date receiving roommate and room type selection preference. The enrollment deposit paid at the enrollment deposit date will become the Housing and Damage deposit. New students may request a roommate on their housing survey. If no roommate is requested, Student Life will make housing assignments based on the personal preferences profile in the housing application. Students will receive email notifications of their housing and roommate assignments prior to move in day and can be viewed anytime in MyCIU-Campus Life- Residence Life.

Returning Students

Returning students must submit a Housing Confirmation Survey every semester to confirm their residence for the upcoming semester. Assignments for returning students will be chosen during the annual housing sign-up process (Room Rush) in the spring semester. To be eligible for the annual housing sign up process, returning students shall submit on or before **March 30**, (i) a completed online housing application, (ii) an executed copy of the CIU Housing Agreement, and (iii) be registered for the Fall semester. Returning undergraduate students who meet Residence Hall exception criteria may apply for residency in other University Housing properties by October 15 for spring semester or March 15 for fall semester. Graduate students cannot live in the Residence Halls unless they are Residence Life staff but may submit applications for University Housing (for other than Residence Halls) during housing sign-up. Roommate requests may be made in the online housing application. If no roommate is selected, Student Life will make housing assignments based on the personal preferences profile that was completed on the housing application.

Housing requests are processed in the following order of priority:

1. Undergraduate students who have completed at least 90 credit hours at CIU.
2. Undergraduate students who have completed at least 60 credit hours at CIU.
3. Entering undergraduate students
4. All other undergraduate students in order of qualifying application date (when all documents and deposit have been submitted).
5. Graduate students currently enrolled at CIU.
6. Current employees of CIU or Ben Lippen School (BLS).
7. Alumni of CIU or BLS.

In each category above, housing assignment preference will be given to current Residents of University Housing.

All returning students who wish to live in University Housing who did not participate in the annual housing sign-up process will be placed on a waiting list to be assigned as University Housing becomes available.

Security Deposit

Residents shall deposit with CIU a non-refundable security deposit in the amount of \$100 before the initial move in.

Cancellation of Housing Agreements

Students

Cancellation by University. If a Resident's enrollment at CIU is terminated by CIU for any reason, the Resident must vacate University housing within twenty-four (24) hours after CIU terminates enrollment. Residents who are dismissed or suspended are not permitted back on campus unless they have received permission from the Dean of Student Life. If a Resident is involved in certain disciplinary infractions or poses a threat to CIU community, CIU may require the Resident to vacate his/her room immediately.

Cancellation by Resident. Residents who wish to cancel their Housing Agreement must complete and submit the Housing Agreement Cancellation Form to Res Life. Residents may not cancel their Housing Agreement prior to the end of its term unless they withdraw or are dismissed from enrollment at CIU.

Housing Fee Credits and Refunds. In the event of cancellation of this Agreement, the following financial provisions shall apply:

Cancellation on or prior to one week prior to start of classes.

New Students. The Deposit may be fully or partially refundable pursuant to enrollment refund policy. No cancellation fees will be billed.

Returning Students. The Deposit may be fully refundable, subject to offset for damages. No cancellation fees will be billed.

Cancellation after one week prior to start of classes but prior to Add-Drop deadline.

New Students. A credit will be applied to the Student's University account equal to 85% of Housing Fees billed for the semester. The Deposit may be fully or partially refundable pursuant to enrollment refund policy. No other cancellation fees will be billed.

Returning Students. A credit will be applied to the Student's University account equal to 85% of Housing Fees billed for the semester. The Deposit may be fully refundable, subject to offset for damages. No other cancellation fees will be billed.

Cancellation after Add-Drop deadline. No Housing Fee credit will be applied to Resident's University account. Deposits are refundable pursuant to Section 8.

Non-Students

Cancellation by University.

For Non-Payment of Housing Fees. If Resident fails to make full and timely payment of Housing Fees on or before the 10th day of the month, CIU will deliver written notice of intent to cancel this Agreement.

Resident will have five (5) days to make full payment, including a late payment fee, after which CIU will deliver notice to Resident to vacate the residence within forty-eight (48) hours.

For violation of University housing or conduct policies. If Resident is involved in certain disciplinary infractions or poses a threat to other Residents or to the CIU community, CIU may cancel this Agreement without notice and may require Resident to vacate University Housing and CIU campus facilities immediately. Residents who are so dismissed from campus are not permitted back on campus unless they have received permission from the Director of Business Services.

Cancellation by Resident. Residents who wish to cancel their Housing Agreement must complete and submit the Housing Agreement Cancellation Form to Residential Services. Residents who cancel their Housing Agreement prior to the end of its term will forfeit their Deposit and will be responsible for any damages to their housing unit.

All Residents

CIU reserves the right to immediately remove a Resident from University Housing who presents a health or safety risk to University students, faculty or staff or to other Residents.

Opening and Closing of University Housing.

Residents should make arrangements ahead of time to move in and move out of University Housing according to the dates listed below or otherwise provided for on the Academic Calendar.

Fall Semester

- Pine View: August 1
- Residence Halls: according to the Res Life move-in schedule for the Residence Halls and returning students.

Spring Semester

- Pine View: the first business day after the Christmas break for and
- Residence Halls: according to the Res Life move-in schedule for the Residence Halls and returning students.

Check In

Residents must check in with Student Life when arriving to move in to University Housing during the designated move in dates. Students must notify Student Life a minimum of 5 business days and pay service fee of \$50 to move in outside of the established move in dates. International students may appeal the service fee due to international flight schedules. Unless participating in a school-sponsored activity such as athletics or student leadership as set forth below, a resident may not check in prior to their designated move in date. Residents will be required to clear all holds on their financial account before receiving their room key. After checking in, residents will be asked to complete the Room Condition Report (RCR) to note the condition of the room upon move in.

Check Out

Residents must check out with Student Life when moving out of University Housing. Residents are required to set up a check out time with their Residence Assistant in the event of a room change or at the end of the academic year. All residents must vacate their rooms at the end of each semester within twenty four (24) hours of their last final exam. To avoid any check out fines, residents must clean their room, check out their furniture, and return all keys, completing the Check Out Checklist. The RCR is used in the check out process for the assessment of damages.

Early Arrival & Extended Stay

While exceptions are rarely made, residents who receive approval for early arrival or extended stay will be subject to a charge. Residents participating in approved CIU sponsored groups and activities, such as athletics or student leadership, must gain permission from the activity sponsor and Res Life to arrive early. Failure to gain approval for an early arrival may result in the resident being denied the ability to check-in until the designated University Housing opening date and a fee added to the resident's account. Failure to gain approval for an extended stay may result in a resident being asked to vacate his/her University Housing immediately and a fine added to the resident's account. If a resident is approved for early arrival or extended stay, all terms, conditions, policies and regulations of the Housing Agreement and any attached addenda will apply.

Late Arrival

If a resident does not arrive and check in with a Student Life staff member by the end of the first day of classes, the University Housing may be reassigned and cancellation fees may be applied to the resident's account. A resident who plans to arrive after the first day of class must notify the Res Life office at least twenty-four (24) hours prior to the start of classes.

Special Accommodations

Res Life partners with the Academic Success Center (ASC) to provide reasonable accommodations for residents with medical, physical, or psychological conditions. Residents requesting special University Housing accommodations due to a documented disability should contact ASC. ASC determines qualification for residential accommodations. Residents must submit the appropriate documentation prior to the deadlines listed below.

- Requests by new students that are submitted after the priority housing deadline of May 1 may result in a processing delay or lack of availability of the requested special housing accommodations.
- Requests by returning students that are submitted after the housing application deadline of March 30 may result in a processing delay or lack of availability of the requested housing accommodations.
- New or urgent conditions will be considered upon receipt of appropriate documentation.

Service Animals

Residents seeking to keep an animal in University Housing due to a disability should contact the Academic Success Center as soon as they have been accepted to CIU and Res Life as soon as their application for housing has been approved. The ASC will verify the nature of the animal (1. Emotional Support or 2. Service) and the appropriate CIU policy will be followed. Upon the determination by ASC that an animal is necessary and appropriate in accordance with CIU guidelines, ASC and Res Life will arrange housing for the resident with the animal. Res Life will notify the resident's roommates, suitemates, and/or hall mates that the animal will be in residence. If there are individuals with accommodations for allergies or other disabilities that may be affected by the presence of an animal, either the animal and its owner or the other residents may be reassigned to other University Housing.

Housing Assignment and Room Changes

All residents that are not assigned to a single occupancy room are required to have a roommate. Residents may submit requests for housing assignment changes. Residents are not permitted to move or trade spaces without the approval of Res Life. Housing assignment changes are not guaranteed, but Res Life will assist in ameliorating conflicts and/or identifying a new housing assignment based on the nature of the situation and subject to availability. Once a housing change has been approved, the resident must move and abide by all appropriate key policies. If a resident loses a roommate during the semester for any reason, a new resident may be assigned to the open space. If a new roommate is not immediately available, the resident will remain in his current room with no additional charge. Residents without roommates should be aware that they could be assigned a new roommate at any time.

Termination of Enrollment; Suspension

If a resident's enrollment at CIU is terminated by CIU for any reason, the resident must vacate University housing within twenty four (24) hours after CIU terminates enrollment. Residents who are dismissed or suspended are not permitted back on campus unless they have received permission from the Dean of Students. If a resident is involved in certain disciplinary infractions or poses a threat to CIU community, CIU may require the resident to vacate his/her room immediately.

Room and Building Guidelines

Electrical Equipment and Appliances

The use of electrical appliances in University Housing has some limitations due to fire safety and electrical load limits. In general, any appliance/device with an open flame or exposed heating element is prohibited, including, without limitation, hot plates, George Foreman-type grills, toasters, electric griddles, sun lamps, window unit air conditioners, and space heaters. Appliances that are allowed in University Housing include microwaves (1100 watt max), refrigerators (4.2 CF max), televisions, irons, lamps, hair dryers, and curling irons. If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip with a built-in circuit breaker must be used. Extension cords are not allowed in University Housing. Residents may have only one refrigerator and one microwave per room. Residents may not alter or repair any electrical equipment or fixture provided by CIU. Defects in electrical equipment or wiring should be immediately reported to Res Life.

Bicycles

Bicycles can either be stored in resident rooms or on bicycle racks located throughout the CIU campus. All motorized bikes, including without limitation, scooters, must be registered with CIU Security. Due local and state ordinances, motorized bikes cannot be stored in University Housing for any reason. No riding of bicycles or motorized bikes is allowed in University Housing. Bicycles shall not be stored in stairwells. Any bicycle blocking an exit will be removed to ensure fire safety.

Common areas and Hallways

Common areas include, but are not limited to, hallways, baths, stairwells, elevators, lounges, study rooms, utility rooms, laundries, kitchens, lobbies, porches, courtyards, and related living area spaces. Common areas are reserved for the use of all residents; therefore, no resident may store personal items in these spaces or remove items from these spaces for their personal use. Residents are expected to take every precaution to assure that common areas are not abused. Residents are expected to treat furniture located in common areas with great care. Residents are not permitted to use the common areas for sports, games, or any activity that may cause damage or be disruptive to others. Skateboards, rollerblades, scooters, or bicycles may not be used in the common areas. The main lobby in each living area is available for all students to socialize, entertain guests, and study. Residents should remember that common areas, including the main lobbies, are shared space; therefore, the public display of affection, loud music, and sleeping is not permitted at any time. Each lobby closes at 2:00 AM each night.

Common area kitchen facilities are provided in some living areas. Consideration must be shown to other residents by controlling food odors and promptly cleaning up. It is the responsibility of the residents using a common area kitchen to return the space to proper order. Residents may leave items in the Common area kitchen refrigerators at their own risk. The Res Life staff reserves the right to clear the Common area kitchen of unwanted, unused or unclean items from time to time.

Courtesy Hours/ Quiet Hours

The ability to study and to get proper rest are essential for a student to succeed academically at CIU, therefore a twenty-four (24) hour courtesy policy has been established within University Housing. Residents are expected to show respect to their fellow residents by avoiding causing any noise that could disrupt another residents'

ability to study or sleep. In addition to the twenty-four (24) hour courtesy policy, quiet hours are from 10 PM to 10 AM every day. During this time the noise level should be kept at a minimum including music, television, and loud discussions. Residents are encouraged to use headphones to keep noise to the smallest amount. Residents who refuse to cooperate when asked to adhere to the Quiet Hours/Courtesy Hours policy will be referred to the Residence Director.

Decorating Guidelines in Rooms

Residents are encouraged to personalize their assigned University Housing. However, residents may not make any substantive or permanent changes to their assigned University Housing or common areas, including, but not limited to, rewiring, installing ceiling fans, painting, or mounting televisions. Residents are responsible for the condition of the assigned University Housing and may be required to reimburse CIU for all damage to the University Housing and damage to or loss of fixtures, furnishings or property. Residents should adhere to the following guidelines when decorating:

- The use of nails or screws in any part of University Housing is not allowed. Due to the variation in construction of each University Housing, approved items may include:
 - Tacks
 - Mounting putty
 - 3M Command Hooks
 - Painter's Tape

Residents should consult with their Resident Director before utilizing any of the above-mentioned items.

- Decorations, posters and pictures that are in conflict with values and standards of the CIU community are not allowed in University Housing. This includes, but is not limited to decorations that display alcoholic beverages or illegal drugs, inappropriate movies, and inappropriately suggestive pictures or images. No alcoholic beverage containers, including cans and bottles, will be permitted in University Housing. The Residence Director in each building will have the final say as to whether or not a decoration is appropriate.
- Residents may not hang curtains or materials across the room to make a barrier in order to create a room divider. All furniture and room décor must not obstruct any exit from the room in case of an emergency situation.
- All window treatments must be made of fire and flame resistant materials.
- CIU reserves the right to limit the quantity and type of items displayed in room windows so as to maintain the appearances of the building.
- No decoration may be hung from the ceiling or cover the ceiling or light fixtures.

Fire Safety

Sounding of false fire alarms or tampering with fire-fighting or safety equipment, including fire extinguishers, fire sprinklers and connecting pipes, EXIT signs and the alarm system is prohibited. Anyone violating this policy will be subject to disciplinary action and responsible for any costs associated with tampering and/or damage to fire safety equipment. At no time may any flammable items be stored in or around the living areas. Charcoal or propane grills, propane gas tanks and gas or charcoal grill supplies shall not be stored, inside or outside, in any University Housing, including apartments and houses. Open flame/combustibles (candles, incense, oil burning lamps, etc.) may not be burned in any University Housing. Natural wreaths, natural Christmas trees, decorative Christmas lights, and halogen lamps are prohibited. Posters, tapestries, etc. shall not be hung or placed on ceilings or covering doorways. Residents shall not place any items on the ceiling, including, but not limited to posters and tapestries. Residents shall not hang any items on pipes or sprinklers/sprinkler heads. Residents shall not post, display or attach any items to windows in a fashion such that they might impede egress through the window in case of fire. This policy includes, but is not limited to, signs, cans, bottles, flags, and posters.

Evacuation of University buildings is mandatory when a fire alarm sounds. Fire Drills are held each semester to ensure that residents will understand evacuation protocol in the event of an emergency. Anyone who is in University Housing during a fire drill must participate in the drill.

Furniture

CIU provides a bed, mattress, desk, desk chair, and dresser for each resident. Some rooms are also furnished with lofting equipment. Residents are not allowed to purchase or construct their own loft. All provided furniture must remain for the duration of residency. Residents may not remove, store or trade furnishings from their assigned University Housing. Common area and lobby furniture may not be moved. Residents will be held responsible and will be fined for any damaged or missing furniture upon check out.

If space allows, residents may bring additional furnishings such as futons and TV stands. Residents are responsible for the removal, storage, or disposal of the additional furnishings. Additional furnishings brought into a room/apartment by a resident must be freestanding and clear of all existing furniture, fixtures and walls. Residents who bring additional furnishings must know the origin of the item(s). Residents may bring furniture from home or another trusted source. However, residents should use extreme caution when bringing additional furnishings purchased at second hand stores, yard sales, or other venues where the history of the item is unknown because these items may contain bedbugs or other types of insect infestations.

Prior to residents moving in, CIU ensures that all University Housing rooms are free of pests, including bedbugs. If bedbugs or other types of insect infestations are found in a room after residents move in, the resident(s) residing in that room/suite may be required to reimburse CIU for all or a portion of the cost associated with extermination. Since the costs could rise to several thousand dollars or more, residents should be extremely diligent in following these guidelines. CIU therefore strongly advises residents to not utilize furniture that may result in a pest problem that could be expensive to resolve. If residents suspect that University Housing may be infested, they should submit a work order and shall immediately contact their Residence Director or Res Life.

Housekeeping and Trash

Residents shall keep and maintain any common areas clean and free of debris and trash. The housekeeping staff is responsible for cleaning lobbies, hallways, and community bathrooms in University Housing. The responsibility for cleaning beyond normal circumstances such as pranks or carelessness will rest upon the residents in that living area. Please note that all hair following haircuts must be cleaned immediately. All waste paper and other personal trash must be deposited in waste baskets, recycling bins or other designated trash receptacles. Littering or improper disposal of trash is not permitted. Bags of trash should be brought to the designated trash collection space in each living area. Trash from resident's rooms should not be left in hallways or placed in common area trash cans. Absolutely no items are to be thrown from windows at any time.

Guests

A roommate's expectation of privacy, sleep and study takes precedence over the privilege of a resident to have a guest. A guest is defined as someone who is not assigned to that residential community. CIU students only have access to their own assigned University Housing and are considered guests in all other areas.

- A resident must have approval from his/her roommate(s) or apartment-mate(s) and Res Life to have a guest.
- Residents are responsible for the conduct of their guests and must be present for the duration of the visit. Guests should be escorted throughout the community and the resident must be present with the guest in the room or apartment. It is the responsibility of the resident to make sure that the guest understands and abides by all University regulations, Housing rules and the Community Standards of CIU. If a guest is involved in any violations of University regulations, Housing rules or the Community Standards of CIU, the hosting resident, as well as the guest, may be subject to disciplinary action and the guest may be required to immediately leave the University Housing or the campus. Residents may be held responsible for violations of University regulations, Housing rules or the Community Standards of CIU that occur in their room or apartment or common areas.
- If, at any time, the number of guests present in a room poses an issue in the community due to noise or other violations, the Residence Assistant, Residence Director or CIU staff may direct them to leave the room or apartment.

- Guests of the same gender may stay overnight if all residents who live in the room have granted permission. Residents must contact their Residence Director with information about the guest who will be staying in University Housing. Guests are allowed to stay for a maximum of three (3) days during each semester (does not have to be consecutive days).

Health and Safety Inspections

CIU reserves the right to enter resident rooms and apartments under circumstances including, but not limited to, inspections for safety, health, policy compliance, cleaning, inventory, epidemics or other emergency, pest control, occupancy verification and/or general repair. At all times, residents should be prepared to grant access to University officials upon reasonable advance notice or in exigent circumstances.

Health and safety inspection dates and times are posted at the beginning of the semester and residents are encouraged to be present during inspections. Inspections will be administered regardless of whether or not the resident is present. If additional inspections are of a routine or periodically recurring nature, reasonable effort will be made to give prior notice. If a resident fails any inspection, the resident will have a \$10 fine assessed to his/her account and will be given twenty four (24) hours to correct the issue before a re-inspection. Residents are responsible for reporting all health, safety or maintenance issues to Res Life.

Keys

Residents are responsible for keys issued to them. Under no circumstances are keys to be duplicated or loaned to another individual. If a resident fails to return keys at check out, the door lock(s) will be re-cored, new keys will be made, and a \$25 per key replacement fee will be charged to the resident's account. If a resident loses his/her keys, he/she must immediately notify the Resident Director or Residence Life Coordinator. If the resident is confident he/she will find the key, he/she will be given a temporary key for three days to see if the lost key can be located. If the key is not found within three days the door lock(s) will be re-cored, new keys will be made, and a \$25 per key replacement fee will be charged to the resident's account. Room and apartment keys may only be possessed by the resident assigned to that specific University Housing. Any resident responsible for misuse of University keys will be subject to disciplinary action. In some circumstances, rights to issued keys may be forfeited.

Personal Property

CIU does not assume any responsibility for the loss or theft of a resident's personal property that may be lost, damaged or stolen. If a theft does occur, residents should immediately report the theft to CIU Security and Res Life staff. Residents are strongly encouraged to keep record of any personal property. Residents or their families are strongly encouraged to obtain appropriate insurance to cover such losses. CIU is not responsible for any items left behind once a room or apartment has been vacated. CIU DOES NOT PROVIDE INSURANCE FOR RESIDENT'S PERSONAL PROPERTY LOCATED IN THE RESIDENCE OR OTHERWISE STORED OR LOCATED IN UNIVERSITY HOUSING. All residents are encouraged to obtain, at resident's own expense, adequate renter's insurance to cover personal property and bodily injury liability claims.

Animals

Other than animals expressly approved by ASC and service animals, residents are not permitted to keep animals of any kind in University Housing except fish in a small (10 gallon max), odor free tank with a tank of 10 gallons or less. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so will be subject to a fine, cleaning and fumigation fees, and possible disciplinary action.

Abandonment of Personal Property

Residents shall not store any of their belongings in University Housing over the summer due to University Housing being occupied by guests for summer camps and conferences. Items remaining in University Housing after the checkout process is complete will be disposed of at the resident's expense, donated to charity, or

become property of CIU. Resident hereby waives and agrees to hold CIU harmless from any claim for loss of damage arising from CIU's dealing with resident's personal property.

Repairs and Damages

Residents are responsible for reporting any damage to their rooms and/or repairs needed in their rooms. Any damage to a resident room or common spaces should be reported to Res Life. CIU staff will reasonably respond to requests and make necessary repairs. For emergency maintenance issues such as leaks or flooding, residents should immediately contact Res Life or CIU Security.

Residents shall not attempt to repair any damages to University Housing. Occupants of a particular room will share the cost of repair for any damages, unless the resident liable assumes responsibility for the action. When damage occurs in a common area and responsibility for damage cannot be attributed to an individual resident, all residents in the area (i.e. all members of a housing unit, wing, floor, or building), as determined by the Residence Director, may be held responsible for paying a prorated portion of repair and/or replacement costs.

Restricted Areas

The roofs, ledges, attics and mechanical/electrical equipment rooms of all University Housing buildings are strictly prohibited to all residents.

Communications: University Housing meetings

Residents are responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University media, including website, emails, and newsletters. Failure to be aware of updated policies, procedures or other information does not relieve a resident from responsibility or obligation. Residents are required to know and comply with all policies and regulations contained within the Housing Agreement and any attached addenda. Each living area will periodically have meetings to provide residents with important information. Residents are required to attend all mandatory meetings. All meetings will be announced in advance and residents must obtain permission from the Residence Director to be absent. All requests to be excused must be referred to the Residence Director in advance of the meeting or a fine will be administered to the resident's account.

Security

For security purposes, all entrances to University Housing and the individual floors within them are locked at all times. Only building residents will be able to gain access. Residents are strongly advised to not let unfamiliar individuals into any University Housing. Residents who enter or exit by locked security doors are responsible for leaving the doors in a locked position. Disciplinary action may be taken or fines may be assessed against residents who prop open exterior doors or allow others through security doors without proper authorization. All residents are urged to lock their windows and doors when sleeping or during periods of absence for safety and to protect their personal belongings. Any breaches of security should be immediately reported to CIU Security. Using windows for entering or exiting University Housing is strictly prohibited. All screens in the windows must remain securely fastened.

Missing Student Policy

CIU takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating CIU students living in University-owned, on-campus housing, who based on the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008. Most missing person reports in the university environment result from a student changing their routine without informing their roommates and/or friends of the change. However, anyone who believes a student to be missing should immediately report their concern to CIU Security or Res Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for twenty-four (24) hours.

Depending on the circumstances presented to University officials, parents of a missing student will be notified. In all cases involving missing students less than eighteen (18) years of age and not emancipated, parents or guardians will be notified. In the event that parental notification is necessary, a Student Development staff member will place the call. At the beginning of each academic year, residential students will be asked to provide emergency contact information in the event they are reported missing while enrolled at CIU. This confidential emergency information will be kept in the Res Life office and will be updated each semester. It will be utilized only by authorized campus officials and law enforcement officers in the furtherance of a missing person investigation. Local law enforcement will be notified that a student is missing even if the student has not registered a contact person.

Firearms, Explosives, Fireworks, Weapons and Flammable Materials

No resident or guest of a resident shall possess, store, or use firearms, explosive devices, or weapons of any kind in University Housing. Such weapons may include, but are not limited to guns, swords, rapiers, BB guns, air pistols, pellet guns, rifles, bows and arrows, knives longer than 3 inches, or martial arts devices. The possession, storage or use of paint-ball guns, slingshots, explosives, fireworks, dangerous chemicals or mixtures of chemicals, propelled missiles or similar items are prohibited in University Housing even if they are not intended to be used as a weapon or destructive device. Common kitchen cutlery and pocket utility knives are allowed when utilized for their intended purposes.

Residents should be aware that the possession of a firearm of any kind on any premises or property owned, operated, or controlled by CIU is unlawful without the express permission of the authorities in charge of CIU. Violations of the law may result in a penalty up to \$5,000.00 or five (5) years in prison, or both.

CIU is concerned about the danger of any weapon, including firearms, and the risks they may pose to our campus. Accordingly, residents and their guests are prohibited from possessing any weapon on University property. Under no circumstances is a resident or guest to have a weapon or firearm in University Housing. Possession of any weapon, including a firearm, without the express permission of CIU may subject the resident to both CIU disciplinary action and criminal prosecution.

The possession of a concealed weapons permit does not authorize a resident or guest to carry a weapon on CIU property. If a resident possesses a valid concealed weapons permit through the State of South Carolina, the resident should contact CIU Security for additional information.

If the resident wishes to store a firearm or other weapon with CIU Security for hunting or sporting purposes, the resident should contact CIU Security for additional information and procedure prior to bringing a weapon to campus.

Tobacco

CIU is a smoke-free, tobacco-free campus. Prohibited tobacco related products include but are not limited to smokeless tobacco, e-cigarettes, vape, hookah and other smoking devices. The use of tobacco products is prohibited anywhere on CIU property, including University Housing. Because the campus is located in a residential area in which CIU seeks to be a good neighbor, use of tobacco products is also prohibited on private properties contiguous to the CIU campus. Residents shall not store tobacco products or tobacco related products in University Housing.

Possession, Display and Consumption of Alcohol & Illegal Substances.

CIU is an alcohol-free campus. The consumption, possession or storage of alcohol or display of alcohol or alcohol containers is prohibited anywhere on CIU property, including University Housing. State and federal law as well as CIU rules, prohibits the possession, distribution or sale of illegal drugs. CIU further prohibits the possession of items characterized as drug paraphernalia, i.e., bongs or other items whose appearance in University Housing would indicate the presence of drugs or drug use.

Television and Wireless Access

Basic cable television service and internet access are provided to residents at no extra charge. Residents may not alter the existing wiring for any of these services and must provide their own reception devices (i.e., television and/or computer). Antennas, satellite dishes and wireless routers are prohibited in University Housing. Residents are not permitted to tamper with or alter wireless equipment. Tampering with equipment may result in disciplinary action, including reimbursement of the cost to repair any damaged equipment. If a resident is experiencing difficulty using the wireless network, an IT work request should be submitted through the CIU website. Any content being accessed and watched should align with the standards of the CIU community. Programs and content viewed in lobbies or other common areas are subject to additional standards and are at the discretion of the Residence Director, RA, or Res Life staff.

Invasion of Privacy

The act of making, attempting to make, transmitting, or attempting to transmit audio, video, or images of any person(s) on CIU property in bathrooms, showers, bedrooms, or other premises where there is a reasonable expectation of privacy is prohibited. Viewing or spying on a person(s) on CIU property in bathrooms, showers, bedrooms, or other premises where there is a reasonable expectation of privacy is prohibited.

Commercial Solicitation and Sales

Soliciting, canvassing or the use of University Housing as a location for commercial solicitation, sales or advertising is prohibited. Residents may not operate any "for profit or personal gain" enterprise from University Housing including, but not limited to, web-based and/or e-commerce businesses.

Rules and Regulations

All residents shall abide by all federal and state laws, CIU's policies, rules and regulations for University Housing, in addition to the policies, rules and regulations as set forth in the Student Handbook, which may be amended from time to time. Residents shall further abide by any directives given by CIU, Res Life, the Resident Director or the Resident Advisor.

Violation

Residents who violate the terms and conditions of the CIU Housing Agreement or the directives or policies of CIU are subject to disciplinary action by CIU. Such action can include, but is not limited to, administrative sanctions, temporary removal, suspension or eviction from University Housing and/or suspension or dismissal from CIU. Residents may also be required to pay fines and/or make restitution. Those who violate state and/or municipal laws are subject to prosecution in civil or criminal courts.

Right to Prohibit

CIU reserves the right to prohibit any item or activity deemed by CIU to be harmful, unadvisable or not in the best interest of CIU or its staff, students, residents, or guests.

Hyperlinks

www.ciu.edu/policy