



**STUDENT HANDBOOK
2021-2022**

Guidelines for Residential Living

**DIVISION OF STUDENT AFFAIRS
147 SYCAMORE STREET
PIKEVILLE, KY 41501
606-218-5224**

TABLE OF CONTENTS

Office of Residence Life	5
Residence Life Staff	5
General Provisions for Student Occupancy	6
Period of Occupancy	6
Athletic Residency Requirement.....	7
Request To Live Off-Campus	7
Board/Meal Plans	8
Cable Services	8
Laundry	8
Maintenance	8
Entrance to Student Rooms	8
Residence Life Policies.....	10
BB.a) ACTIVITIES (Hall Sports):	10
BB.b) ADVERTISEMENTS:	10
BB.c) APPLIANCES:.....	10
BB.d) BICYCLES	10
BB.e) CANDLES/INCENSE.....	10
BB.f) IDENTIFICATION CARD ACCESS	10
BB.g) CARE OF ROOMS	11
BB.h) CLASS ATTENDANCE/ENROLLMENT POLICY	11
BB.i) COHABITATION	11
BB.j) CONSOLIDATION.....	11
BB.k) COURTESY AND QUIET HOURS	12
BB.l) DAMAGE.....	12
BB.m) FIRE DRILLS AND ALARMS	14
BB.n) FIRE EQUIPMENT- TAMPERING.....	14
BB.o) FIRE EQUIPMENT- DELIBERATE ALARM	14
BB.p) FLOOR MEETINGS	14
BB.q) FURNITURE, PERSONAL	15

BB.r)	FURNITURE, UNIVERSITY.....	15
BB.s)	ILLNESS	15
BB.t)	LOCK OUTS.....	15
BB.u)	LOFTS	15
BB.v)	MAXIMUM OCCUPANCY	16
BB.w)	MOTORIZED VEHICLES	16
BB.x)	PETS.....	16
BB.y)	RESIDENCE HALL ACCESS.....	16
BB.z)	ROOM ASSIGNMENTS/SELECTION	16
BB.aa)	ROOM/ROOMMATE CHANGES	16
BB.bb)	SINGLE ROOM POLICY.....	17
BB.cc)	SOLICITATION.....	18
BB.dd)	THEFT.....	18
BB.ee)	TRASH	18
BB.ff)	VISITATION.....	18
BB.gg)	VISITATION- MINORS IN THE RESIDENCE HALLS.....	19
BB.hh)	WINDOWS.....	19

Dear Residents:

The residence hall staff welcomes you to University housing. We hope that living in University housing will be an educational and enjoyable experience for you. The staff includes the Area Coordinators and Resident Assistants. They have the responsibility for maintaining an atmosphere that is friendly, pleasant and conducive to the establishment of good study and personal habits. The Office of Residence Life gives students opportunities for growth during their college experience. These experiences include programming within the residence halls, community service around campus, or simply creating friendships among neighbors. While living in the residential community, students are given the opportunity to enhance their social skills and build lasting relationships.

The Office of Residence Life is responsible for maintaining student residences which support the educational mission of the University and are designed to provide a variety of learning opportunities that promote students' academic endeavors, and which encourage their growth and development. The Office of Residence Life recognizes that learning is not solely academic in nature. A large part of learning inevitably takes place outside the classroom. We are committed to supporting that learning through the residential experiences we provide.

We recognize that personal growth and development are largely the result of student interactions within an extraordinarily diverse environment of people and programs. The Office of Residence Life is committed to providing students with a safe, comfortable and well-maintained living space in an academically enriching environment.

If anyone has any concerns with any student, feel free to contact the Office of Residence Life at 606-218-5224.

Sincerely,



Luke Kopp, MA

Executive Director of Residence Life & Engagement

Office of Residence Life

On-campus living provides a balance of challenge and support, allowing residents to learn about themselves and others, and to take responsibility for themselves and their development.

[Residence Hall living](#) provides opportunities for student personal growth and development. The Residence Life Staff works to create an environment encouraging academic excellence, social competence, independence, and a sense of community life.

Residence Life Staff

Executive Director of Residence Life & Engagement (ED): The Executive Director of Residence Life & Engagement provides strategic leadership and is responsible for the student life program at UPIKE. The Director supervises three Area Coordinators, administration, residential life, and provides leadership to approximately 30 to 40 undergraduate staff members in Residence Life. The Director of Residence Life reports to the Dean of Student Affairs.

Area Coordinator (AC): The Area Coordinator is a live-in professional who facilitates, creates, maintains and promotes a safe and secure residential community supporting the learning mission of The University of Pikeville and enhancing residents' academic and personal development. The AC supervises Resident Assistants (RAs) in Residence Life, oversees programming and conduct, and has budgetary responsibility dependent on the size of the RA staff assigned. When on-call, this position is responsible for the entire residential system and serves as the emergency responder, directing all on-call/support student staff and a resident population of approximately 700 students. The AC works collaboratively with other Residence Life professional staff and participates in student affairs committees.

Senior Resident Assistants (SRA) & Resident Assistants (RA): Senior Resident Assistants and Resident Assistants are committed to fostering safe and healthy environments for residents at UPIKE. We define a healthy community as an environment which fosters healthy lifestyle choices by its members, respect for individual values and beliefs, a sense of belonging, and a focus on academic success. SRAs & RAs are assigned to a specific community and work with support from the Area Coordinator to plan programs, address concerning behavior and provide academic and personal support to residents. SRAs & RAs participate in a duty on-call rotation in order to provide a safe and secure living community and preserve a living environment conducive to studying and personal wellness.

Residence Life staff contributes to the development of residents through the creation of diverse and positive living environments. Responsible student behavior is at the heart of our Residence Life program. Residents are expected to respect the property and rights of all residents, ensuring responsible behavior and mutual respect. **It is important to note that the Department of Residence Life holds a resident's right to sleep and study as the most important consideration when addressing policy violations and conflicts.**

General Provisions for Student Occupancy

Period of Occupancy

- a. Residential Contracts between the student and the university are for both the fall and spring semester. Students are not permitted to move into the residence halls prior to their opening on the Wednesday before classes begin (for new first year students and transfer students only) or the Saturday before classes begin (for all upperclassmen) for the fall semester. Students may not move into the residence halls prior to their opening on the Saturday before classes begin for the spring semester. Students may request permission to move-in early or stay in the residence halls once the halls have closed by completing the necessary forms distributed by the Office of Residence Life. Permission is granted on a limited basis.
- b. Athletes who participate in Fall and/or Spring sports may be required to arrive prior to the opening of the residence halls. These dates are determined by the Athletic Director. It is the responsibility of each student athlete to complete the request to stay forms by the advertised deadline.
- c. All residence halls are closed during official University holiday periods (e.g. Thanksgiving Break, Winter Break, etc.); room costs do not include housing during these periods. Students who need housing accommodations during this time are encouraged to seek housing with friends or off campus alternatives. Rare exceptions are made for international and distal students who are unable to go home during the break period and students who have official reasons to stay including athletics, student teaching, and clinical work. Details and procedures about housing arrangements during break periods are posted in the halls and published via email prior to each break period and students are responsible for following these guidelines. Students are responsible for notifying the Office of Residence Life to request permission to remain in housing while the halls are officially closed. Students are to vacate the premises within 24 hours after completion of their last scheduled examination during final examination week or by the official closing time and date of the residence hall, whichever is earliest.
- d. During the times that the residence halls are closed for break periods, entry by residents who do not have permission to be in housing during a break period is prohibited. If emergency access is necessary during office hours, students must contact the Department of Public Safety at 606-218-5940 and the officer will contact a Residence Life staff member for approval. During times when the residence halls are officially closed, guests are not permitted within the residence halls. This includes residents who have checked out at the close of each semester or those residents who have not received approval to remain over break.

Athletic Residency Requirement

UPIKE requires all student athletes to live in a University operated residence hall. For athletes to apply to live off campus, the athlete must meet the criteria delineated below under the Request to Live Off-Campus section. Each student athlete's application will be reviewed and may be appealed by a committee formed by Student Affairs. The student athlete will be notified of a decision by Director of Residence Life within 14 business days of receipt of application.

Request To Live Off-Campus

The Off-campus Residency Application provides students the ability to request to reside off-campus for the following exceptions after they have signed a housing contract:

- **The Student is married.**
Include a copy of your marriage license.
- **The Student is a parent with custody of your child (children).**
Include a copy of your child's birth certificate.
- **The Student has documented medical circumstances that cannot be accommodated on campus.**
Include a legible, official letter from your physician on office letterhead detailing the effects and limitations of your condition and why campus accommodations will not benefit your health should be submitted to the Disability Resource Center (DRC). The DRC will review the documentation and notify Residence Life of any recommended accommodations.
- **The Student is a commuter student who lives within a 40-mile driving distance of the University of Pikeville campus and will be residing at the home of a parent or legal guardian.**
Include a driver's license or state ID which lists the home address from which you intend to commute.
- **The Student is twenty-three years of age or older.**
Include a copy of driver's license or birth certificate to verify age and signed.

If approved, students will be required to update their address with the Registrar's Office.

Rare exceptions to this policy may be granted by the Director of Residence Life or the Dean of Student Affairs. The university reserves the right to enforce any restrictions or regulations necessary for the general welfare of residents and/or the maintenance of its property.

Board/Meal Plans

All students who live in the residence halls are required to purchase a residential student meal plan. Meal plans are for use by the owner, and may not be sold or given to others. Costs associated with the University meal plan will not be refunded due to lack of usage by the student. In rare cases, students with dietary needs stemming from medical necessity may be offered an exemption from mandatory enrollment in a meal plan; such requests will start with the Office of Residence Life and will require endorsement from Health Services and the food service provider in order to be approved. Meal Plan information is available from the Office of Residence Life.

Laundry

Washers and dryers are located in each residence hall. Students are responsible for their own laundry, including bed linens and towels. Laundry left within the washers or dryers for over 24 hours will be donated to charity and no refund will be provided. Mechanical failure of laundry equipment should be reported to the Office of Residence Life. During the academic year laundry service is provided as a part of the housing contract. Guests and non-residents are not permitted to use laundry facilities. **Please note: Room occupants will arrange for their own linens, blankets and pillows, and towels.**

Maintenance

Facilities Management makes repairs as requested by the Office of Residence Life professional staff only. Repairs that need immediate attention should be reported at once. Report all needs to the Area Coordinator, a Resident Assistant or the housing office. Public Safety will determine when emergency maintenance should be called.

Entrance to Student Rooms

ENTRY AND SEARCH: If there is reason to believe a policy violation is taking place in a room and/or a student's safety may be in jeopardy, a student's room and/or personal belongings may be searched by University officials, including professional Residence Life and/or Public Safety staff. The University also reserves the right to enter student rooms for maintenance, housekeeping, suspected policy violations, and Health and Safety inspections as deemed necessary. Whenever possible, notice of intent to enter a room will be given to a resident in advance; given daily university processes, it should be understood that such notification will be rare.

ENTRY AND SEARCH PROCEDURE: Whenever possible, entry will be made by at least two people, a professional member of the Residence Life staff and the Director of Public Safety and/or his/her designee (which may include student paraprofessional staff). When student safety is deemed to be in serious jeopardy it is possible a University official will enter a room alone.

If reasonable suspicion of a violation exists due to behavior or evidence that is in plain view, or can be plainly heard or otherwise detected, the University official may open/unlock a door and enter the room without delay.

The University official may open/unlock a door without delay if there is reasonable cause to believe a delay would endanger the health and/or safety of the student or impede the student conduct process.

If the occupant is present, he/she may stay for the search. If the occupant(s) of the room is/are not present and a search of the room is deemed necessary to ensure that University policies, rules, and expectations, are being upheld, the search will be conducted by at least two individuals, one being a professional staff member. The search will be conducted in a private and unobtrusive manner. The University official will note the name(s) of all individuals who are assigned to that room as responsible for any materials that constitute evidence of a violation. Room inspections may occur during Health and Safety Inspections without resident(s) present.

The University official may immediately seize and remove any or all material, which, by its presence, constitutes evidence that a violation of University policy has occurred. Such removal does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose of any and all illegal, dangerous, or prohibited items, regardless of value or ownership.

HEALTH AND SAFETY INSPECTIONS: Health and Safety inspections will be conducted by the Residence Life staff on a regular basis in each residence hall.

- **Health and Safety Inspections are intended to occur on the second Friday of the Month. Students will be communicated with via email if changes need to be made to this schedule.**

Inspections are to ensure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment. Other violations found during Health and Safety Inspections will be addressed in the appropriate manner (i.e. through the university conduct process). Residents have 24 hours to rectify any health and safety concerns discovered and communicated to residents by the Residence Life Staff. Repeat health and safety violations may result in conduct sanction. Room inspections may occur during Health and Safety Inspections without resident(s) present; when applicable, room search procedures may be implemented if a policy violation is suspected.

EMERGENCIES: Rooms may be entered without authorization in the event of an emergency, i.e., a situation in which a person's health or well-being is threatened and/or personal or University property is thought to be in immediate danger.

RESIDENCE LIFE POLICIES

- BB.a) ACTIVITIES (Hall Sports):** For reasons of safety and maintaining courtesy hours within the residence halls, sports and other related activities are not permitted to be played anywhere within any residence hall (this includes personal residence hall rooms). This includes but is not limited to hockey, skateboarding, soccer, frisbee throwing, water fights, snowball fights, bouncing balls, running, weightlifting and the use of other exercise equipment (outside of the designated workout areas).
- BB.b) ADVERTISEMENTS:** Students are responsible for all information posted on official bulletin boards. Information must be approved by the Area Coordinator. No information is permitted to be affixed to glass surfaces.
- BB.c) APPLIANCES:** Kentucky law prohibits the use of any device containing a heating element, such as portable heaters, hotplates, George Foreman-type grills, toaster ovens, toasters. Extension cords are also not permitted. Surge protectors with breakers are allowed.
- Only two portable refrigerators, with a maximum 4.5 cubic feet capacity (1.7 capacity is recommended), are permitted in each residence hall room. To practice good stewardship and power conservation, it is strongly recommended that one refrigerator be shared by roommates whenever possible.
 - Large appliances, portable air conditioning units and electric amplifiers for musical instruments are not permitted in the halls.
 - External radio and TV aerials are not permitted. All outside furniture and appliances must be approved by Public Safety.
 - Black lights are permitted in student rooms as long as they're in a fixture. However, a black light bulb cannot replace a normal bulb in the main light in the room. Christmas lights are not permitted under any circumstances under fire code.
- BB.d) BICYCLES:** Residents may store bikes in their rooms but may not ride bikes in the halls. Bicycles may not be stored in public hallways or stairwells. Permission to temporarily store a bicycle in a lounge must be obtained from the Area Coordinator of the building in question. On occasion, bicycle storage areas may be available in the residence halls; the building's Area Coordinator can tell you if any such option exists in their particular building.
- BB.e) CANDLES/INCENSE:** Candles (with or without wicks) and incense are prohibited in the residence halls.
- BB.f) IDENTIFICATION CARD ACCESS (RESIDENCE HALLS):** Residents will have 24-hour ID card access to their own residence hall. It is each resident's responsibility to ensure that they do not allow non-residents and/or persons who are not their guests access to their residence hall; doing so is a violation of campus policy and such students will be subject to conduct action.

BB.g) CARE OF ROOMS: Students are responsible for the cleanliness and care of their rooms. Each student will be accountable for any deterioration/damage of the room or its contents beyond normal wear and tear, and will be charged for such damages (see DAMAGE). Housekeeping will regularly clean and remove trash from public bathrooms and public areas. Rooms need to be cleaned and floors mopped, and all personal belongings removed when moving out of a room. Students will be charged a cleaning fee if rooms are left unclean. Students living in College Square, Derriana Hall, Gillespie Hall, Kinzer Hall, Page Hall, Spilman Hall and UPIKE South are also responsible for the cleaning of the bathroom and living rooms.

BB.h) CLASS ATTENDANCE/ENROLLMENT POLICY: A student must be registered for 12 credit hours per semester to be enrolled as a full-time residential student. Only full-time students can live in campus housing.

- a) Any residential student who withdraws, takes a leave of absence, whose academic course load is reduced to less than 12 credit hours through dropping, withdrawing, or earning final grades of FN (Failure for Non-Attendance and/or Non-Participation) in one or more classes, is no longer considered a full-time student.
- b) Once a student officially withdraws from the University or falls below 12 credit hours (including credit request denial), they will have meet with the Director of Residence Life. In extenuating circumstances, students enrolled in less than 12 credit hours may be approved to maintain campus residency by the Director of Residence Life.
- c) Students considering adjusting their course load in such a way as to fall below full-time status and who are not able to move out of housing and commute from home should speak with the Director of Residence Life prior to making such changes.
- d) If belongings remain behind, the University reserves the right to dispose of them as deemed appropriate without necessarily contacting the owner.
- e) Residential students may be monitored to assure that they are in strict compliance within the Class Attendance Policy. Students out of compliance may be removed from housing, with no entitlement to refund of any housing charges.
- f) Students who are reported as having extreme absences from class will be reported to the appropriate university official (s). This can include student success, athletic department, or the dean of their college

BB.i) COHABITATION: Cohabitation is defined as the consistent presence of a guest who spends a day/night or longer period of time in a student's residence hall room. Visitors of the same or opposite gender found to be a consistent presence, regardless of time of day, in a room not their own, will be considered to be engaged in cohabitation, and the host and student(s) involved will be subject to conduct review through the Office of Residence Life. (See also Visitation)

BB.j) CONSOLIDATION: The Office of Residence Life reserves the right to consolidate rooms, or to change a student's room assignment when necessary; room charges will be

adjusted accordingly when students refuse to consolidate rooms and the refusing student will be charged for the cost of a single room.

BB.k) COURTESY AND QUIET HOURS: The primary goal of the University is to facilitate and promote the academic mission; therefore, a 24-hour courtesy policy is in effect for all University residence halls. Students are encouraged to help others in their communities determine the appropriate level of sound from any room during this time. Residents of any room who are approached for disturbing the community will be required to make corrections immediately, regardless of time of day.

All students in University housing must adhere to the following "Quiet Hours":

- 9:00 PM to 9:00 AM Sunday evening through Friday morning (or during evenings proceeding class days)
- 12:00 AM to 11:00 AM Saturday morning through Sunday morning (or during evenings not proceeding class days)
- 24-hr Quiet Hours start at 5 pm the night before the first final exam and last until 5pm the last day of exams. During Quiet Hours it is expected that noise be confined to individual living units (residence hall rooms and apartments.) The noise in a room should not disturb neighbors sharing common walls.
- Students with repeat violations of Courtesy and Quiet Hours are subject to placement on Level 4: University Housing Suspension.

BB.l) DAMAGE: Students are financially responsible for their individual rooms and for the common areas of the residence halls. Charges will be assessed against the student's account if/when damage occurs in a private room or in a common area (e.g. hallway, bathroom, lounge) for damage beyond normal wear and tear or when the responsible individual(s) cannot be determined.

- a) **ROOM CONDITION REPORT (RCR):** Each resident and Residence Life Staff members will complete and sign a Room Condition Report to document damaged and/or missing furniture or fixtures.
- i) **Initial Room Audit:** At the start of the academic year, the Residence Life staff completes an inventory of the room's condition and items present. This audit will be documented on the Room Condition Report. The residents are then responsible for verifying the accuracy of this audit.
- ii) **Closing Room Audit:** Residence Life Staff members and/or Physical Plant staff members will check the condition of the room after the student has vacated the room. When vacating the room, the form will be reviewed. Any previously undocumented damages and/or missing furniture or fixtures damages will be charged to the occupants. The process is complete when the Residence Life staff member makes a final inspection of the room and charges are jointly assessed by the Offices of Residence Life and Facilities Management.

- iii) ***RCR Completion:*** *It is the responsibility of the resident to formally check out of their rooms ANY and EVERY time they vacate a room (i.e. to switch rooms, at the end the year, etc.)*
- b) **INDIVIDUAL DAMAGE CHARGES:** Are the cost of damages that occur within the residential room. This is determined by comparing the initial room audit and closing room audit. Any damages that occur during the resident's stay will be assessed to their student account.
- c) **COMMUNITY DAMAGE CHARGES:** The cost of damages that occur within common areas for which individuals have not been found responsible will be divided amongst all residents within the residence hall at the end of the academic year. These community wide damage charges are not appealable. The cost of replacement or repair will be assessed proportionately among students in that section or residence hall. Students with information about others who may be the cause of community damages should immediately report this information to Residence Life and/or Public Safety staff. Every attempt will be made to hold accountable the responsible person(s) to avoid community damages; this requires cooperation from students with information helpful in the investigation process.
- d) **UNCLAIMED ITEMS:** Students vacating assigned rooms lose the right to personal items left behind and will be charged a disposal fee. If appropriate, such items may be donated to local charitable organizations.
- e) **KEY RETURN:** Keys must be returned to the Resident Assistant or Area Coordinator upon leaving the University or within 24 hours of vacating the room. If keys are not returned, the student's account will be billed for a lock change.
- f) **DAMAGE APPEALS:** Any contested charges may be reviewed through an appeals process (see the Office of Residence Life for details).
- g) **DAMAGE REPAIRS:** All requests for repairs should be given to the Resident Assistant unless the repair is an emergency. In an emergency and/or after hours, contact the Office of Public Safety.
- h) **DECORATIONS:** Residents are responsible for any DAMAGE caused by decorations.
- i) Nails, thumbtacks, tape of any kind, stickers, decals, and any other devices which DAMAGE paint or wood surfaces are not permitted.
 - ii) Posters and other decorations may be hung on the walls as long as damage to the surface does not result and as long as they don't interfere with the HVAC or fire protection systems.
 - iii) Any partition or hanging materials deemed a fire hazard is strictly prohibited; this includes ceiling coverings.
 - iv) Posting materials on the outside of room doors in hallways, or in windows for public view with the intent to harm or provoke others is prohibited.

- v) All material posted in public areas is considered a public display and must be deemed appropriate by the Residence Life Staff. This includes materials that are not in keeping with the University's mission and identity.
- vi) Live trees are not permitted as room decoration due to fire issues.
- vii) No paper should be affixed to anything other than a bulletin board. Small non-flammable decorations (wreaths, bows, etc.) are allowed, but decorations that cover the entire door or those that are made of flammable material such as paper or tissue cannot be used on doors.

BB.m) FIRE DRILLS AND ALARMS: Failure to evacuate a residence hall during a fire alarm or re-entering a residence hall before being permitted by a University official, member of the fire department or a Public Safety officer is prohibited. Interference with or not adhering to emergency evacuation procedures in a residence hall is prohibited. It is critical that all students vacate any building in less than three minutes during a fire alarm thus residents should be familiar with their residence hall and aware of the nearest exit and alternate exits. When the fire alarm sounds, all residents are to proceed quickly and orderly to the nearest stairs and then outside according to the escape plan that is posted on each door. Residents will be notified when they can return to the building and their room after the fire alarm has been silenced and the building cleared by proper personnel.

BB.n) FIRE EQUIPMENT- TAMPERING: Tampering with fire prevention equipment is expressly forbidden. If such actions cannot be attributed to an individual(s), those living in the residential area will each be charged a communal damage fine for the cost of repairs and/or replacement of the equipment.

- a) Residence halls are equipped with alternating current powered smoke detectors. If a loud persistent chirping is heard from the smoke detector, it has been activated and the room should be vacated. If an intermittent chirp is heard from the smoke detector, the battery may need replacing and Facilities Management or the Residence Life Office should be notified.
- b) It is the occupant's responsibility to test the smoke detector weekly by pressing the test button. Occupants will be charged a fine for covering or disconnecting a smoke detector on the first offense. On the second offense, you may be dismissed from university housing.

BB.o) FIRE EQUIPMENT- DELIBERATE ALARM: Deliberate false alarms that cannot be attributed to a particular individual(s) may result in a minimal fine up to \$500 in addition to the cost of repairs and replacement of the equipment allocated through community damage charges. Failure to exit a building during an alarm (false or otherwise) will result in student conduct action.

BB.p) FLOOR MEETINGS: Throughout the year, floor or all hall meetings may be called. All students should attend scheduled meetings, especially those indicated as "mandatory." Students who miss a mandatory floor meeting are responsible for obtaining the information that they missed by contacting their Resident Assistant or Area Coordinator directly.

BB.q) FURNITURE, PERSONAL: Residents may bring personal furniture such as chairs, bookcases, etc. Waterbeds are not permitted. Any outside mattress must be approved by the Director of Residence Life. The Director of Residence Life or his/her designee may prohibit any personal furnishings considered too large or potentially dangerous (fire hazard etc.) for any residence hall room. University provided furniture cannot be removed from the room in any circumstance unless approved by the Office of Residence Life Professional Staff (Director/Coordinators).

BB.r) FURNITURE, UNIVERSITY: Students are **not permitted** to remove furniture, furnishings or other equipment from any University facility; this includes but is not limited to window screens. Lounge and public area furniture may not be moved to another area or to a student's room. Students may not switch furniture from one residence hall room to another without written permission from the Office of Residence Life Professional Staff (Director/Coordinators). Built-in furniture (fixed location) may not be altered or moved from its location within a room.

BB.s) ILLNESS: Residents should inform the staff of illness, injury, or accidents so that they can see that proper medical attention is received, and that notification is given to the Dean of Student Affairs to determine if a student's health may place others at risk (et. flu, hand to mouth foot disease) and may need to be quarantined. If it is determined a student is at risk, the student will be expected to move from their room and remain in isolation and will be excused from class and dining services, until a medical professional determines the student is not contagious. A Residence Life professional will make sure that food is delivered to the student while the student is quarantined. Please consult your personal physician if you have any questions.

The Health Services office is located in the Coal Building, room 515. If Health Services is unavailable, contact the Division of Student Affairs at Ext. 5224. The nurse's office is open Monday thru Friday 8 a.m. to 4:30 p.m. The school physician comes on Friday.

BB.t) LOCK OUTS: It is the responsibility of the student to have their room key in their possession at all times. Residence Life staff are available to assist students in the event of a lockout. If a lockout occurs, a resident will be charged:

Occurrence	Charge (\$)
1 st Lockout	\$0
2 nd Lockout	\$10
3 rd Lockout	\$20
4 th Lockout	\$30
5 th Lockout	\$40

Any additional fines will be charged \$50 and possible removal from the residence hall and/or separation from the university. If the key cannot be produced, a lock change will be performed and a lock change fee of \$160.00 added to their account.

BB.u) LOFTS: Self-constructed lofts are not permitted for safety and security purposes.

BB.v) MAXIMUM OCCUPANCY: The University recognizes the need for student interaction and the need to build a strong residential community. In the interest of safety however, the University allows only eight (8) people/residents per double occupancy residence hall rooms and four (4) for single occupancy rooms that are smaller in size. No more than twenty-four (24) people are permitted within the entire suite including the bedrooms, lounge, bathroom, and hallway at any given time. These restrictions are set in place per advisement of the local and state fire authorities for purposes of safety in the event of a residence hall fire.

BB.w) MOTORIZED VEHICLES: Two- and four-wheel motorized vehicles (e.g. motorcycles, mopeds, ATVs and dirt bikes) must be parked in University-assigned parking space (between yellow lines) and are not permitted within the residence halls. See additional guidelines outlined on the following website:
<https://www.upike.edu/parking-regulations-2016/>

BB.x) PETS: University health and safety regulations prohibit pets (mammals, rodents, reptiles, insects) in the residence halls, except species of non-carnivorous aquarium fish in a tank no larger than 5 gallons. The only exceptions to this policy are granted by the Dean of Student Affairs and are outlined within the Animals on Campus Policy.

BB.y) RESIDENCE HALL ACCESS: Students found responsible for jeopardizing the security of a living area by circumventing security systems (such as forcing open locked doors or propping open doors) are subject to conduct action, including but not limited to full cost of repair to the security system. Residence Life staff and/or Public Safety officer are available to help a student gain access to their residence hall building and/or room when the resident may not have their keys with them. Residents should immediately call Public Safety (606-218-5940) to report any suspicious behaviors and/or persons asking to be let into a residence hall without a proper escort by a resident of the hall.

BB.z) ROOM ASSIGNMENTS/SELECTION: The Director of Residence Life and/or his/her designee coordinates room assignments:

- a) Each upper-class student may select a roommate during housing selection each Spring.
- b) Incoming new students may indicate a roommate preference, but are not guaranteed this preference, during the summer prior to matriculation.
- c) The Office of Residence Life has the right to assign students to vacant spaces in rooms at any point during the academic year.
- d) Students must be cleared (e.g., a zero-account balance, forms and contracts completed) from Student Accounts, Financial Aid and the Office of Residence Life before they are permitted to move into housing.

BB.aa) ROOM/ROOMMATE CHANGES: Roommate changes are not automatic. During the first three weeks of each semester, room changes will not occur, unless in

extenuating circumstance; this will allow Residence Life staff time to identify available space in each residence hall and encourage residents to give ample time to adjust to their roommates.

- a) Students with roommate conflicts should first discuss the situation with their Resident Assistant and then with the Area Coordinator of the building.
- b) Relocating is only an option after open communication occurs between roommates and when the problem is deemed not solvable while continuing the roommate relationship.
- c) Students may be asked to participate in mediation or conflict resolution with Residence Life staff.
- d) Only in exceptional cases will students be allowed to move or change roommates before the third week of each semester.
- e) *It is the resident's responsibility to formally check out of their rooms ANY and EVERY time they vacate a room (i.e. to switch rooms, at the end the year, etc.)*

BB.bb) SINGLE ROOM POLICY: In general, singles may be assigned/made available:

- a) For documented serious medical reasons; medical documentation [from a medical doctor, on office stationery] is required and needs to be renewed each academic year. Requests are granted based upon availability of single rooms; priority consideration will be given to requests made, with necessary documentation, three months prior to the start of the semester.
- b) After room consolidation at the beginning of each academic semester as space allows.

Other Situations that may lead to a student having a single room:

- c) Students whose roommate became a Resident Assistant during the semester, he/she will not be charged the single supplement for the remainder of that semester. If he/she does not have a roommate for the following semester, he/she will be charged the single rate or consolidated.
- d) Students removed from their rooms because of a Student Conduct violation will be automatically charged the prorated single supplement for the room to which they are moved.
- e) Students who have roommate conflicts, and need to move to resolve those conflicts, will be charged a single rate from the day they are moved, if they move to a single room, and the applicable rate for the building to which they move. The process for conflict resolution must be followed first, prior to any move. Moving is a last effort to resolve these types of personal conflicts.
- f) Other situations will be addressed individually, as they arise, either by the Dean of Student Affairs, Director of Residence Life, and/or his/her designee.
- g) ALL moves from one building to another, or from one room to another, must first be approved by the Area Coordinator of the building(s), and the Director of Residence Life. Fines and Room Damage Costs will be assessed for violations of this policy. Students who purchase a single room must pay the single room rate for that building. It is the responsibility of each student to check with the Office of Residence Life to obtain a list of students available for roommates.

BB.cc) SOLICITATION: Door-to-door sales and distribution of advertisements within the residence halls is prohibited. Residents or registered student organizations may use public and common areas with approval from the Director of Residence Life and/or Coordinator of Student Activities. No door-to-door solicitation is permitted. Residents may not conduct personal and/or commercial business from their rooms without written permission from the Office of Residence Life; on occasions, residents may be permitted to do so as long as it does not interfere with academic community standards, the mission of the University, and computer usage guidelines.

BB.dd) THEFT: Report any theft immediately to the Department of Public Safety. The Dean of Student Affairs will also be notified. The University does not assume responsibility for personal property kept at the University.

ALL STUDENTS SHOULD:

- Keep room doors and windows locked whenever the room is left unoccupied, even for short periods of time.
- Clearly mark all personal items with a personal identification number other than your social security number.
- Record serial numbers/make of stereo, computers, etc. in a separate, secure location.
- Not keep large amounts of cash or other valuable items (such as expensive jewelry) in a residence hall room.
- Subscribe to private insurance for belongings that may be damaged and/or stolen during student's time in campus housing.
- Students are encouraged to make sure their personal property is covered by insurance. Information concerning available insurance coverage can be obtained from the Student Affairs office.

BB.ee) TRASH: Disposing of trash in unauthorized areas, including leaving trash in lounges or hallways is prohibited.

BB.ff) VISITATION: "Visitation" applies to any person who does not live in the hall that they are visiting; such persons may be residents living in other halls or campus visitors/guests who reside off-campus (this includes family members).

University of Pikeville's Visitation Policy serves three primary goals. First, the policy secures students' right to live in a supportive atmosphere that protects the safety, security, and privacy needs of all the students living in the community. Second, by having policies the first-year and upper-class students are afforded a developmentally appropriate experience to exercise their best judgment and to make increasingly responsible decisions. Third, by limiting guests under the age of 18, the University limits potential exploitation of minors and provides care for the moral development of guests who are minors and of our students. All goals are essential to our University mission of providing opportunities for ongoing development of students' sense of responsibility, conscience and intellect, and to encourage and help students to recognize new experiences as opportunities for further growth.

ALL VISITATION POLICIES ARE GOVERNED BY THE FOLLOWING PRINCIPLES:

- i) The rights of a roommate are respected at all times, particularly as noted above. Roommate rights receive higher consideration than the desires of guests since roommates are paying room cost. When roommate conflicts result from the presence of visitors in the room, residents are to work with their roommate and Residence Life staff to find an acceptable resolution to the conflict. If an acceptable resolution cannot be reached, a room change may be an option.
- ii) Students who give hall access to non-residents, who are or are not their guests, may be held accountable for violating the campus visitation policy for providing unauthorized access that puts into jeopardy the building safety and security.
- iii) Students are responsible for the behavior/actions of their guests at all times; this includes students hosting overnight prospective students.
- iv) All visitors must be escorted by their host at all times inside and outside of the residence hall rooms.

TRADITIONAL VISITATION HOURS: Visitation Hours are as follows:

Sunday-Thursday: 10am to midnight

Friday-Saturday: 10am to 2 am

NOTE: Exceptions may be made upon email request to the Director of Residence Life (request should be submitted at least 48 hours before the planned visit).

- v) **Due to the safety of campus, there may be times when the university administration may have to restrict access for all visitors. Students will receive an official notification from the university administration denoting the time period of a restriction.**

BB.gg) VISITATION- MINORS IN THE RESIDENCE HALLS: Full-time enrolled undergraduate students under the age of 18 are able to reside in the University residence halls. These students are expected to follow University policies applicable to all students. Residential guests/visitors under the age of 18 years old are not permitted in residence halls at any time without specific permission from the Office of Residence Life and/or Office of Admissions. It is the responsibility of the residential student host to ensure these guidelines are followed.

BB.hh) WINDOWS: Misuse of windows. Unless in the event of building evacuation for safety and security reasons, at no time are students or guests/visitors to use windows in the residence halls to gain entry into or to exit from the residence hall. This activity is considered an unlawful entry into a campus building and is a major breach of campus safety and security procedures. Residents are also not permitted to remove window screens for any reason, except in the case of a necessary emergency exit. Clothing, towels or other articles are not to be hung or displayed in the windows. All cases will be processed through the Student Conduct system and the student will be charged to replace the screen.