

Auburn University at Montgomery

COMMUNITY

AUM Housing

STANDARDS



HOUSING &  
RESIDENCE LIFE

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## MISSION STATEMENT

The mission of the AUM Department of Housing and Residence Life is to serve as an integral part of the educational program and academic support services of the University consistent with the mission statement for the University and the Division of Campus Services. This includes:

1. Providing reasonably priced living environments which are clean, attractive, well-maintained, safe and comfortable.
2. Providing a learning environment and related academic/educational programs that support the educational goals of the students and the University and providing growth and development opportunities for students.
3. Providing extracurricular programs and opportunities for student involvement that promote self-development, enhancement of campus life and the collegiate experience.

Housing and Residence Life is dedicated to the integrity and personal growth of everyone. Choosing to join the community obligates each resident to make positive contributions to the community and to abide by a code of behavior.

### **As a member of this community you agree to the following:**

- *I will respect the dignity of all people. I will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing or discriminating. I will strive to learn from differences in people, ideas and opinions.*
- *I will strive for personal integrity and academic achievement. In all areas of my life, I will eliminate the practice of deceit, plagiarism, lying or disloyalty.*
- *I will demonstrate concern for others, their feelings and their need for conditions which support their work and development.*
- *I will respect the rights and property of others.*
- *I will do all in my power to see that the residential community is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.*
- *I will challenge all the members of the community to abide by these fundamental expectations and will confront those who violate them in an appropriate manner.*
- *I will uphold the Community Standards.*

## **A COMMITMENT TO COMMUNITY**

The Department of Housing and Residence Life welcomes you to Auburn University at Montgomery. We hope your stay with us will be a rewarding time, full of memorable experiences. We invite you to actively participate in residence life and urge you to read the important information contained in these pages.

## **A COMMITMENT TO QUALITY**

The department of Housing and Residence Life exists to intentionally facilitate the personal and academic growth of its residents by providing the following:

- Activities which address academic success, personal growth, diversity, wellness, and social interaction.
- Facilities that satisfy students' basic needs and allow them to live in comfortable surroundings that are conducive to the pursuit of academic excellence.
- Opportunities that enable students to assume leadership roles, participate in community service projects, develop awareness of responsible community living, and realize the impact of their behavior on others.
- Staff who are supportive of and responsive to residents and who enhance the residents' educational experience and personal growth.

## **A COMMITMENT TO INCLUSIVITY**

AUM Housing is accessible to all persons. If you have a disability that might require special services or assistance, please contact the AUM Housing and Residence Life Office at 334-244-3296.

## CONTACT INFORMATION

### Office Staff

Housing and Residence Life Office.....	244-3296
Director.....	244-3674
Associate Director.....	244-3981
Residential Education Coordinator.....	244-3683
Area Coordinator.....	394-5216
Residence Life Coordinator .....	394-5215
Residence Life Coordinator.....	394-5221
Senior Program Associate.....	244-3572

### Housing and Residence Life Office

The Nest, Suite 1H35

Monday-Friday

8 AM-5 PM

### Resident Assistants

#### THE COMMONS & P-40 PLACE

On-Duty Phone.....318-3171

#### THE COURTYARD & WARHAWK HALL

On-Duty Phone.....318-3170

#### THE COMMONS

Front Desk.....394-5900

## **HOUSING AND RESIDENCE LIFE**

### **Residential Education**

The Department of Housing and Residence Life is committed to the total education of each resident. The purpose of Residential Education is to promote your personal and academic growth by providing you chances to use your out-of-classroom time to meet new people, learn about yourself and others, and develop skills not formally taught in the classroom. The overall goal of Residential Education is to help you, our resident, succeed academically and personally while in college and to be better prepared for life after college. Housing and Residence Life staff provide activities ranging from cookouts and other social activities to discussions about important matters of the day and assistance with resolving roommate conflicts. One of the best ways for new students to get involved in campus life is through active participation in these activities.

Further information on how you can get involved in this exciting dimension of college life is available from any Housing and Residence Life staff member. If you need special accommodations to help make activities accessible to you, please notify Housing and Residence Life in advance.

### **Resident Assistants**

A Resident Assistant (RA) is a student who is also a member of the AUM Housing and Residence Life staff. They are trained to help residents and handle emergency situations that arise after hours. RAs plan activities for their buildings or floors and serve as a general resource for their residents. Get to know your RA and feel free to suggest activities you would like to see implemented. RAs perform an on-duty rotation throughout the week and act as the first line of defense for most problems occurring on your floor or building.

### **Residence Life Coordinators**

A Residence Life Coordinator (RLC) is a graduate staff member who supervises the Resident Assistants. His or her primary job is to coordinate and maintain an environment conducive to learning, growth, and development. The RLC seeks to provide administration, supervision, and counseling in the residential setting. The RLC provides mentoring and leadership to his or her residence life staff and to residents of the community. The RLC is a resident's immediate contact source if he or she feels the RA did not address the situation properly.



## **HOUSING AND RESIDENCE LIFE SERVICES AND STANDARDS**

### **Cable TV Service**

Digital cable is included in the rent. With a TV equipped with a QAM digital tuner, you can get all the local channels and many of your favorite cable stations.

### **Internet**

Wi-Fi internet connectivity is provided in all residential communities. Please contact our internet service provider, ResNet, at MyResNet.com or 1-855-474-8495.

### **Campus Police**

Security for the housing areas is provided by Campus Police. Campus Police will be glad to provide services such as security escorts on campus, assistance with stalled vehicles, crime prevention tips, and general information. The Campus Police Office is staffed 24 hours a day. All police officers are trained first-care responders. Campus Police may be reached by calling 334-244-3424.

### **Laundry Facilities**

Washers and dryers are located on the first floor of The Commons, in each building of The Courtyards, and on each floor of Warhawk Hall and P-40 Place. Laundry services are provided free of charge to all housing residents.

### **Mail**

Each resident has the option to request a mailbox from the University Mailroom free of charge. If requested, a mailbox will be assigned, and the resident will be issued a key for that mailbox. The University Mailroom staff cannot hand out mail or open a resident's box. If you lose your mailbox key, the lock will be changed, and a new key issued for a \$50 fee. Check your mailbox frequently for important notices from the Housing and Residence Life office and other campus mail.

Residents' mail from the U.S. Postal Service should be addressed as follows:

First Name Last Name  
AUM (Your Box Number)  
PO Box 244024  
Montgomery, AL 36124-4024

### **Maintenance**

Housing and Residence Life provides safety equipment inspections, general maintenance (painting, plumbing, electrical, carpentry, heat, and air conditioning,) and custodial services. Housing and Residence Life custodians regularly clean all public areas, including lobbies, bathrooms, corridors, study rooms, and laundry rooms. However, you are responsible for cleaning your own apartment/room and bathroom. Regular hours are 8am to 5pm Monday through Friday. If you need emergency maintenance after hours or on weekends, contact the RA on duty. Maintenance work orders are reported through SchoolDude. SchoolDude can be accessed on the Housing and Residence Life webpage, [www.aum.edu/housing](http://www.aum.edu/housing).

### **Parking**

Residents should register their vehicles through the MyAUM portal to obtain a parking decal if they plan to have an automobile or motorcycle on campus. Parking in the Housing areas is reserved for residents only with a residential decal. Vehicles parked in Housing parking lots without a residential decal will be ticketed by Campus Police and are subject to towing. Parking regulations are enforced 24 hours a day, seven days a week in the Housing areas.

Do not drive vehicles off the street or park on grassy areas or sidewalks. Inoperable or disabled vehicles may not be parked in the Housing areas. Minor repairs to vehicles are permitted; however, changing oil is prohibited in the Housing areas. You are responsible for any damage to the parking lots caused by your vehicle. Guests must visit the Campus Police office located in the Taylor Center to request a visitor's parking permit.

## **CONTRACTUAL OBLIGATIONS**

### **TERMS AND CONDITIONS FOR STUDENT OCCUPANCY**

1. This contract is binding for one entire academic year, consisting of fall and spring semesters. If you enter after the beginning of an academic year, the contract is binding for the remainder of the academic year. While living in university residential communities, you must be enrolled at Auburn University at Montgomery. No student under 16 years of age will be considered eligible for housing. Summer contracts are binding for Summer Semester only.
2. A \$150 cancellation fee will be charged for all cancellations received after: June 1 for fall, December 1 for spring and April 1 for summer semester and prior to the first official day for Housing and Residence Life check in. A \$250 cancellation fee will be charged for all cancellations, for any reason, received on or after the first official day for Housing and Residence Life check in through the last day for University refunds as stated in the University Catalog. Returning students who are not registered for classes by June 1 are subject to having their housing contract administratively cancelled.
3. If you are not admitted or not permitted to re-register due to academic suspension or dismissal as determined in the University Catalog, you may cancel your contract and receive a rent refund. All cancellations are subject to a cancellation/termination fee and/or other housing charges per the refund policy as stated on the University Website.
4. If you are removed from university housing for violation of policies and regulations governing student conduct during any rental period, you will not be relieved of your financial obligations to Housing and Residence Life for that semester. You will not be entitled to a refund of any rent paid. No termination fee will be charged.
5. A \$150 vacating notification fee will be charged for all vacating notices received after December 1 for spring semester and April 1 for summer semester and prior to the first official day of Housing and Residence Life check in. A \$250 vacating notification fee will be charged for all vacating notices received on or after the first official day of Housing and Residence Life check in through the last day for University refunds as stated in the University Catalog
6. Payment on a housing account with an invalid check may subject you to having your contract and/or enrollment cancelled. A delinquent account may subject you to cancellation of your room assignment for the current semester. If it is necessary to refer an account to an outside collection agency, any costs incurred in collection will be assessed to you, including any attorney's fees and the account may be reported to a credit bureau.
7. You must terminate your Housing Contract at the time of your withdrawal from the University. In order to receive the appropriate refund, you must check out properly. Your refund will be based on the actual date the key is returned.
8. You must properly check out of your room. Your room must be cleaned and vacated, all personal property removed, inspected, and all keys returned to the Residence Life Office. If you do not check out properly (see Vacating Notice) and/or choose to abandon the room, you will be assessed a \$50 Improper Check Out fee.
9. Your rent for a semester covers residency from the first day of Housing and Residence Life Check-In as stated in the university calendar until 12 hours after your last examination for the term. Failure to vacate will result in additional rent charges as determined by Housing and Residence Life. Your rent does not cover residence during periods between semesters/terms, unless you are a continuing resident.

Additional rent may be charged on a pro rata basis for residence between semester/terms or for failure to vacate by the stated move-out deadline at the end of the last term.

10. You must occupy your room in person. You may not sublet your room to another person, nor give accommodations to roomers, boarders, or lodgers. Changes in assignments or rooms can be made only after approval in writing from Housing and Residence Life personnel.
11. You are jointly responsible for keeping your residence clean and orderly each day and for the proper care of your residence and its equipment. Charges may be made for damages and/or health and safety violations. You share joint responsibility with the other assigned residents for the care and protection of public areas and equipment in your section and building.
12. The university is not responsible for loss of or damage to your personal property for any reason, including but not limited to water damage, theft, fire and smoke, vandalism, or utility failure, interruption, or surges. The university will not be liable to you for the cost of replacing, repairing, or restoring your personal property. You are strongly encouraged to seek renter's insurance to cover such loss of or damage to your personal property.
13. You must assist and cooperate with the university in the care and maintenance of the premises, including grounds and must report promptly to the Housing and Residence Life Office any breakage, damage or need for repair of the dwelling unit, facilities or equipment therein.
14. You may make no alterations, changes, repairs, remodeling or painting of the premises or equipment therein without prior consent of Housing and Residence Life. You may use no screws or nails on the premises. Picture hangers and hooks are limited to one inch in length and only in designated areas. You may not use padlocks, nor tamper with or change locks already in use.
15. You must permit the duly authorized agent, employee or representative of the university to enter, without notice, any part of the unit during reasonable hours for the purpose of making necessary inspections, improvements or repairs.
16. Auburn University at Montgomery is committed to providing accommodations and services to qualified students with disabilities. Housing works collaboratively with the Center for Disability Services (CDS) to obtain disability documentation to support housing accommodation requests. If you have a disability that may require a housing accommodation, please specifically indicate any special needs or accommodations.
17. The university reserves the right: a. Of entry to your room by authorized personnel. b. To change or cancel your assignment in the interest of order, health, discipline or other urgent reasons. c. To change your room rate and/or occupancy after due notice.
18. Housing and Residence Life at Auburn University at Montgomery accepts applications for housing assignments regardless of race, creed, color or national origin. In compliance with the Civil Rights Act of 1964 and University policy, we will not make housing assignments on a segregated basis.
19. The university reserves the right to approve any personal items you store in university residential communities and assumes no liability for the loss of, or damage to these items. The university further reserves the right to dispose of all stored items that you do not properly claim. The university assumes no responsibility for items that you leave in your vacated room.
20. Neither the university, director of Housing, nor employees of the university shall be held to have made any representations or promises contrary to the terms set forth in this contract. The failure of the university to insist, in any one or more instances, upon the strict observance of any of the terms of this contract shall not be considered as a waiver or relinquishment of these terms in any other instances, and

these terms shall continue in full force and effect. The rights and remedies given to the university under the terms of this contract are distinct and separate remedies, and no one of them, whether exercised or not, shall be deemed to be in exclusion of any of the others. The university reserves the right to make other rules as may be deemed appropriate or necessary for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all residents.

21. If you live alone and have not requested a private room, you may be required to either pay the private room rate or move to another room.
22. You will be issued a key and/or access card to your room and a mailbox key. It is your responsibility to return these keys and/or access card to Housing and Residence Life when you vacate your room. If these keys and/or access card is lost or stolen, you will be charged \$50 to have the lock re-keyed and new keys issued. You may not duplicate your key nor possess unauthorized keys.
23. All students, including all financial aid and scholarship recipients, who are currently living in University Housing, must sign a contract for the upcoming semester, before the official housing move out day to remain in housing during the break between the spring and summer or the summer and fall semester. This policy will not apply to the break between fall and spring semester since the contract in place covers both fall and spring semesters.
24. Students who have not moved into their rooms before the first day of classes are subject to having their housing contract administratively cancelled.
25. Married/Family housing is restricted to a maximum of two adults. The adults must be married and a valid marriage license is required. No more than two children are allowed in university housing communities and they must be under the age of 12. Birth Certificates and/or other proof of guardianship may be required. Parents must assume supervision of their children at all times.
26. A conviction for a sex offense will result in the applicant being ineligible for housing. All other felony convictions will be reviewed on a case by case basis and University Housing has the discretion to deny on-campus housing to an applicant who has been convicted of a felony, if it appears that the applicant has personal history that presents an unacceptable risk to the residential community. Failure to answer and initial the felony question on the front of the contract will result in the contract being denied.

#### **• CONTRACT TERMINATION POLICY •**

All obligations associated with this contract are binding. Students are urged to carefully consider their circumstances prior to entering this contract. Termination of this contract will not be considered due to lack of financial resources, dietary needs, or religious reasons. Termination of this contract will be considered ONLY for current residents under the following conditions: graduation; marriage during the contract term; withdrawal from the University; internship outside the Montgomery area; or academic dismissal or academic suspension from the University. If you chose to terminate your contract for any other reason you will be charged a \$500 contract termination fee and the applicable fees in effect at the time of the termination. All rental refunds will be made in accordance with actual tuition refund percentage as stated by the University Refund Policy. Written documentation will be required.

## **COMMUNITY STANDARDS AND POINTS SYSTEM**

### **Housing Regulations**

Each resident in AUM Housing is expected to comply with the following community standards. In addition, compliance with other University regulations and policies is expected. Each resident should be familiar with the terms and conditions of the housing contract, the policies outlined in the AUM Student Handbook, and the University catalog. Residents must comply with the laws and statutes of the nation, state, county, and city of Montgomery. Each sanction is subject to the maximum number of points, as outlined in each individual standard. Total points retracted will be determined by the severity of the violation.

#### **HRL.0001 Abandoned Personal Property (Up to -2 Points)**

Any/all items of personal property remaining on University premises following the termination of resident housing and/or residence life agreement shall be deemed to be abandoned and discarded personal property. Such abandoned personal property shall be held by Housing and Residence Life for a period of 10 days. If the property is not claimed by the resident within the 10-day period, the property shall be removed by the University and the resident will be charged a \$100.00 Abandoned Property Fee. Violations associated with abandoned property may delay status for move-in during a subsequent semester.

#### **HRL.0002 Alcohol (Up to -4 Points)**

Housing and Residence Life prohibits the unauthorized use, possession, or distribution of alcoholic beverages. All state and federal laws or regulations that regulate and control the sale and use of alcohol are strictly enforced.

Housing and Residence Life recognizes that college residents are adults and should be treated in such a manner. Therefore, while not condoning alcohol use, Housing and Residence Life allows those of legal drinking age to responsibly consume alcoholic beverages within a resident's apartment/room, with some restrictions.

For alcohol to be consumed or stored in the common areas of an apartment, all residents must be of legal drinking age. If one or multiple residents are not of legal drinking age, alcohol may not be stored in the common areas. If you are of legal age and:

- **Share a bedroom with underage roommate(s):** You may NOT store or consume alcohol in your bedroom or in the common areas of your apartment.
- **Share an apartment with underage roommate(s) but have a personal bedroom:** You may responsibly consume and store alcohol in your personal bedroom but may NOT store or consume alcohol in the common areas of your apartment.
- **Share an apartment and/or bedroom with all legal-aged roommate(s):** You may responsibly consume and store alcohol in your personal bedroom and the common areas of your apartment.
- **Have no roommate(s):** You may responsibly consume and store alcohol in your personal bedroom and the common areas of your apartment.

Residents who are of legal drinking age are responsible for ensuring that they and/or their guests do not drink in the presence of underage individuals. If a resident who is of legal drinking age has underage individuals in his/her room and drinks in their presence, this is considered a violation of Housing and Residence Life policy.

Housing and Residence Life and the University take alcohol violations very seriously. Housing and Residence Life will contact Campus Police immediately to assist with alcohol-related violations. Misrepresentation of age to obtain alcoholic beverages, as well as brewing and/or distilling alcohol in any residential facility is not permitted.

### **HRL.0003 Appliances (Up to -3 Points)**

The use of electrical appliances is permitted in the residence halls with certain guidelines. Residents should be aware that several rooms are on the same circuit and should coordinate use of appliances so that power is not interrupted. Residents with specific questions about appliances can contact the Housing and Residence Life Office.

- Appliances used in the residence halls must be safe in design and structure, such as “George Foreman” type grills, toaster ovens, crock pots, and coffee makers.
- **Appliances with exposed heating elements (e.g., hotplates, electric skillets, and “Fry Daddy” type deep fat fryers) are not permitted in The Commons.** If any of these types of appliances are found in an apartment in The Commons, they will be confiscated by housing staff and a fine of up to \$100 applied for each illegal appliance. Toasters and toaster ovens are allowed in The Commons.
- Grease should be placed in the provided receptacles or in a tin container that has been lined with paper towels, and then placed in a trash bag for proper disposal. Please do not pour grease down the drains or into the toilet. Mishandling grease is subject to monetary fines, including the entire cost of the damage incurred by mishandling the grease.

### **HRL.0004 Balconies/Patios/Porches (Up to -1 Point)**

Residents are responsible for keeping all balconies, patios, and porches clean and orderly always. Room furniture is not intended for use in these areas. Balconies, patios, and porches may not be used for storage purposes. Due to the potential for serious injury, throwing objects from the balconies, patios, and porches is strictly prohibited. Residents are required to maintain reasonable levels of noise when using the balcony, patio, or porch to avoid disturbing others. Abusing the use of the balcony, patio, or porch (i.e., loud noise or music that disturbs others, throwing objects, displaying unapproved banners, storing trash, debris, or paper products, storing University-owned property, etc.) will result in disciplinary action. (Please see the Trash policy.)

### **HRL.0005 Bicycles (Up to -1 Point)**

Bicycles or similar two-wheeled vehicles are not permitted to be parked in public areas of residential buildings. Prohibited bike areas include, but are not limited to, lobbies, laundry rooms, balconies, hallways, stairwells, breezeways, and recreation areas. Bicycles may only be stored in outdoor bicycle racks or inside rooms/apartments. Bicycles may not be chained to any fixture in the surrounding residential area (e.g., light posts, trees, signs, etc.).

### **HRL.0006 Check- In/Check- Out Procedures (Up to -2 Points)**

Prior to a student’s arrival, he/she should ensure that all fees have been paid and that the student has photo identification available. The room/apartment was pre-inspected, and existing conditions are listed on the Room Condition Form (RCF) for each assignment.

- All residents are responsible for electronically reviewing the RCF within 48 hours of check-in.
- Residents failing to complete an RCF within 48 hours will be responsible for all damages observed during health and safety inspections or at check out.
- At the time of check out, each resident is responsible for completing either a Standard or Express Check-out. The resident is responsible for any damages that were not specified on the condition report at check in.
- By failing to follow the proper check-out procedures, the resident may forfeit his or her right to contest any damage charges or face disciplinary action.

### **HRL.0007 Children (Up to -1 Point)**

Children are not permitted to reside or be overnight guests in any housing area except Marriage and Family Housing. Children are not allowed to play in the residence halls or in the laundry rooms. Parents are responsible for supervising their children at all times. Residents who leave children unattended in any residence hall/apartment area will be subject to disciplinary action. Campus Police will be called to attend to any unaccompanied children. Babysitting within University housing premises is not permitted at any time.

### **HRL.0008 Cohabitation (Up to -4 Points)**

Cohabitation is not permitted in any AUM Housing and Residence Life residential facility. Cohabitation is defined as visitors staying with an AUM resident in a residence hall and/or apartment for more than a total of three nights in a 30-day period. Any resident found having an individual (other than roommates assigned by Housing and Residence Life) living or cohabitating (as defined above) with them is subject to disciplinary action including monetary fines and possible eviction. Housing and Residence Life reserves the right to require an individual to leave a residence hall in the event of inappropriate activities/behaviors at any point during the visit. Any guest found to be violating the Cohabitation policy may be criminally trespassed from Housing and Residence Life and not permitted to return.

### **HRL.0009 Collective Accountability Policy (Up to -1 Point)**

Housing and Residence Life uses a collective accountability policy to help modify and change resident behavior to prohibit tampering with fire and safety equipment, regulate acts of vandalism, promote cleanliness and health, and provide an atmosphere of living and learning for all residents. The policy involves a three-step educational and warning process that invites residents to help Housing and Residence life staff identify those who are causing damage or disrespecting the community. When violations occur to any part of a residence hall, every effort is made to determine who is responsible. When this effort fails, however, all residents in the area affected will be notified of the violation and given a period in which any information about the incident may be given to a residence life staff member.

If all attempts fail to yield a responsible party, all residents in the affected area will be sanctioned accordingly. A series of warning letters are sent to residents to gain information leading to the apprehension of the responsible party.

### **HRL.0010 Compliance and Failure to Comply (Up to -3 Points)**

All members of the AUM residential community and their guests are expected to comply with the directions of University officials (i.e., RA, RLC, Maintenance technicians, Campus Police, etc.) acting in the performance of their official duties. Complying includes, but is not limited to:

- Changing one's behavior when asked.
- Identifying one's self and producing valid identification.
- Attending a scheduled conduct meeting or conference when requested.
- Abiding by community standards and/or expectations.

Guests of residents who fail to comply with an official request will be asked to leave the residential facilities and possibly the AUM campus; they may also be restricted from further visitation.

Any intentional, reckless, and/or substantial interference with Residence Life staff or University officials in the performance of their duties is also a violation of this policy.

### **HRL.0011 Contributing to an Unsafe Environment (Up to -3 Points)**

It is the expectation of Housing and Residence Life that residents make every effort to ensure their actions contribute to a safe environment conducive to effective study and sleep for all residents. Residents who are found to be creating or contributing to an unsafe or escalating environment, will be subject to disciplinary action. These situations include, but are not limited to:

- Hostility toward roommates or fellow residents.
- Failure to remove oneself from an unsafe situation.
- Contributing to any situation which disrupts our Housing community.

### **HRL.0012 Courtesy and Quiet Hours (Up to -2 Points)**

Since the primary purpose of the University is to foster learning, AUM residents have the right to read and study in their own room/suite/apartment; therefore, noise and other distractions that interfere with this right are prohibited. Because the level of noise one resident may find bothersome may not be the same level of noise



another resident finds bothersome, all residents are expected to act in a reasonable and compliant manner when approached by other residents or staff concerning noise. Failure to comply with any portion of the above (including speaking more quietly, turning music down/off, etc.) will result in disciplinary action, which may include a \$25 fine per occurrence.

Quiet Hours are from 10:00 PM-9:00 AM, Sunday-Thursday, and from 12:00 AM-9 AM, Friday and Saturday. Residents are responsible for adhering to the Quiet Hours policy both inside and outside the residence halls.

Loud conversation, loud music, or any other interference is prohibited.

If a student's right to sleep or study during quiet hours is violated, please do the following:

1. Politely ask those causing the disturbance to refrain. Most people do not realize they are disturbing others and will cooperate.
2. If the noise continues, tell the RA on duty.

During final exam times, special quiet hours are posted in the residence halls. 24-hour quiet hours will be in effect beginning the last week of classes and ending with the last scheduled final exam of the semester. 24-hour quiet hours may start earlier or later at the discretion of the RLC.

### **Courtesy Hours**

- Courtesy hours are always in effect, twenty-four hours a day, seven days a week.
- During courtesy hours, noise is to be kept at a level that does not disturb others. Complying with courtesy hours allows all residents to sleep, study, relax, or host visitors without distracting noise from neighbors.
- Residents are expected to comply with any request to lower their noise level, whether it is a request from fellow residents or staff.
- Playing musical instruments, radios, stereos, TVs, or other amplifying devices, which interfere with the quiet enjoyment of the room/apartment or community by roommate or residents, may result in the restriction or removal of such items from the residence hall/apartment and possible disciplinary action.
- Stereo speakers should not be directed out of hall/apartment windows or placed on balconies at any time.

### **HRL.0013 Dangerous Weapons and Firearms (-12 Points)**

In order to maintain a safe academic environment, Auburn Montgomery prohibits the possession and use of any dangerous or potentially dangerous weapons or instruments, including but not limited to those described below, on all University properties, with limited exceptions. This policy is applicable to all members of the University community, including students, faculty, staff, visitors (invited or uninvited,) contractors, and guests at any University campus, facility, or event. The following dangerous weapons and firearms are included within this policy:

- Firearms (shotgun, rifle, pistol, revolver, or other shoulder gun including ammunition)
  - This also includes starter guns, the frame or receiver of any such weapon; any firearm muffler or silencer; or any machine gun.
- Any non-culinary knife, fixed or lock-blade (e.g., Bowie knife, knife, or instrument of like kind or description), except common pocket knife or legitimate tools appropriately used in authorized work on campus.
- Stun Gun, Taser, or instrument of like kind or description
- Air gun (e.g., air or gas-powered rifle or pistol)
- Bow and arrow (e.g., archery equipment)
- Slingshots (including throwing weapons)
- Swords
- Crossbows
- Brass knuckles
- Pepper Spray & Mace
- Fireworks or explosive devices

Except as otherwise provided in this policy or in controlling law, the possession, transportation, and use of firearms on campus is prohibited. Dangerous weapons are not permitted on campus at any time.

Temporary exclusions may be granted in writing by the Director of Police Operations for job-related, educational, or demonstration purposes. Department heads and respective instructors may be granted authorization for organized activities by AUM Campus Police. The requesting organization must guarantee qualified instruction, safety, and security for such activities. This policy shall not apply to duly designated law enforcement officers while in the discharge of their lawful duties.

An employee may not possess firearms on campus or while otherwise engaged in duties associated with their employment, except for a firearm properly maintained in a personal vehicle in a manner consistent with Alabama law. University students may not possess firearms at any time on campus, except as expressly authorized by the Director of Police Operations. AUM Campus Police provides temporary storage for firearms lawfully possessed by the students at its office.

Any resident engaging in such behaviors will be subject, but not limited to, removal from the Residence Life system with full payment of housing contract required, and referral to the University judicial system for possible disciplinary action including suspension or expulsion.

#### **HRL.0014 Doors (Up to -2 Points)**

High priority is given to the security of residents and this is the basis for policies regulating access into the residence halls. All entry traffic should flow through the designated entry doors in The Commons, Warhawk Hall, and P-40 Place. Housing and Residence Life staff monitors access to all residential communities and enforces the visitation policy. These individuals are in communication with Campus Police for prompt response to emergencies.

- Entrance through doors marked “Exit Only” is not permitted and may be subject to a fine of up to \$100.
- **NEVER PROP DOORS!** The propping or other obstruction of exterior doors is prohibited. Any resident found propping open any door will be held responsible for violating the safety of the residents living in that room and/or building.
- Any resident that does prop a door open places all other residents in the hall at risk and will be subject to disciplinary action.
- If a student discovers a propped door, he or she should close the door and notify a residence life staff member. Any resident who withholds information concerning the propping of doors may face disciplinary action.

#### **HRL.0015 Elevators (Up to -2 Points)**

Passenger elevators located within the residence halls are provided for use by residents, their guests, and AUM employees. In order to keep elevators in safe working condition, the following actions are prohibited and will result in disciplinary action:

- Smoking in the elevators.
- Overloading elevators.
- Use of emergency alarms and emergency stops in nonemergency situations.
- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.

#### **HRL.0016 Furniture (Up to -2 Points)**

Stacking of furniture is not allowed. Furniture may not be modified, dismantled, removed from the room, or transferred from one room/apartment/suite to another. Violation of this policy will result in a \$50 fine to all residents of each room/apartment/suite. Furniture may be rearranged, but it is required that a student leave the furniture in the appropriate room (i.e. beds in the bedroom, sofa in the living room, etc.) Furniture must be arranged in its original position upon check-out. In the event furniture cannot be accounted for, replacement cost

of the furniture will be assessed to the resident's student account. Liquid-filled furniture (i.e. waterbeds, etc.) is not permitted.

#### **HRL.0017 Grills (Up to -3 Points)**

Small University-owned charcoal grills are available in designated locations throughout the Housing area for students to use. Any other grill is prohibited and may not be used. Grills found in the apartment area (i.e., balconies, parking lots, under stairwells, in apartments, etc.) will be confiscated and disposed of. Residents found with grills may be sanctioned and fined up to \$100. Lighter fluid and/or charcoal may not be stored in rooms or apartments. Before disposing of charcoal ensure it is in a noncombustible/nonflammable state.

#### **HRL.0018 Grounds (Up to -1 Point)**

The grounds throughout the Housing area are maintained by University personnel. Residents may not decorate with additional plants, greenery, or flowers in the balconies or grounds areas. These items are considered an obstruction to the walkway. Residents and their guests may not park on grassy areas of the property. Failure to comply could result in disciplinary action and/or monetary fines. Toys, equipment, and other miscellaneous items are not allowed in plain view on lawns, in parking lots, or grounds areas. The University reserves the right to remove hazardous or unsightly items.

#### **HRL.0019 Hall Sports/Horseplay (Up to -3 Points)**

Because of the potential for personal injury, injury to others, disruption of the sleep/study atmosphere, and/or damages to the facilities, the playing of hall sports/horseplay within the hallways, balconies, or common areas is prohibited. This includes, but is not limited to: riding bicycles, rollerblading, bouncing balls, water guns, pranks, etc. Residents are encouraged to use the appropriate recreational areas for these activities.

#### **HRL.0020 Harassment (Up to -4 Points)**

Harassment of any type will not be tolerated. This includes threat of physical harm or the threat to personal possessions. The harassment of residents, visitors, guests, and University personnel will not be tolerated under any circumstances. For further information on AUM's policy on Sexual Harassment and Sexual Assault, please refer to the AUM Student Handbook.

#### **HRL.0021 Health and Safety Inspections (Up to -2 Points)**

Housing and Residence Life staff conducts monthly health and safety inspections. RAs will visit a student's room monthly to check for compliance with fire and safety regulations, maintenance repairs, and cleanliness of bedrooms, bathrooms, and kitchen facilities. Areas that are not clean create a variety of health problems, including attracting pests. Routine inspections also help the staff to prevent or correct maintenance concerns. RAs will also be checking to ensure that a student's room or apartment meets fire safety standards. If necessary, the RA will forward the inspection information to maintenance staff. Maintenance staff will enter the room to complete a repair just as if a student had placed a work order.

- Residents whose room does not pass inspection will have 48 hours to correct infractions.
- If the room or apartment fails to pass the second inspection, a \$25.00 fine will be added to each resident's student account.
- If the room fails to pass the third inspection, a \$50.00 fine will be added to each resident's student account and will result in a recommendation that the resident's housing contract be terminated.
- Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

#### **HRL.0022 Illegal Drugs, Paraphernalia, or Suspicion of Drug Distribution or Usage (- 12 Points)**

Illegal, dangerous, or controlled drugs and/or drug paraphernalia are strictly prohibited by Housing and Residence Life. Housing and Residence Life staff members have authority to conduct a plain view search of rooms/suites/apartments, including an entire hall or building as deemed necessary. All residents are responsible for reporting violations. Residents located in the room/suite/apartment/vehicle of the person(s) in violation of the

drug policy are also subject to discipline by Housing and Residence Life and/or the University. Residents in violation of this policy may also face criminal prosecution.

Housing and Residence Life has a zero-tolerance policy for the possession, distribution, and/or use of illegal drugs/drug paraphernalia. All individuals involved will be held responsible for any illegal substances found in the room/suite/apartment/vehicle. Failure to comply with Housing and Residence Life's drug policy may result in sanctions, including but not limited to the following:

- Removal from Housing with full payment of housing contract required.
- Referral to the University judicial system for possible disciplinary action, including suspension or expulsion.

Housing and Residence Life will contact Campus Police immediately to assist with drug-related violations.

### **HRL.0023 Keys (Up to -2 Points)**

Upon checking in, a student will sign out any necessary keys for occupancy in Housing. The student's signature on the form indicates the acceptance of responsibility for the appropriate use of a key at all times. The key is given to a student for his/her use only. Do not lend a key to others or duplicate it. Residents should not be in possession of another resident's key or access card at any time. Residents should not loan their key to a guest/non-resident for any reason, purpose, or length of time.

### **Lock Outs**

- Lock out service is provided by the Housing and Residence Life Office during regular office hours. You will be checked out a spare key to unlock your apartment. The key must then be returned within one hour. A lock out key not returned within one hour will be presumed lost and you will be charged \$50.
- After office hours and throughout weekends, lock out service is provided by the Resident Assistant on duty. After a resident's first afterhours lock out, a \$5 fee will be charged for each future lock out.
- Do not request to be let into someone else's apartment.
- Housing and Residence Life staff members are not authorized to permit access to a resident's apartment by anyone other than the resident assigned to that apartment.
- Photo identification must be shown to the staff member at the time of the lock out to verify that the resident is, in fact, a resident of that room.
- Excessive lock outs (i.e., three or more per month) will result in disciplinary action.

### **Lock Changes**

- If a student loses their key, he or she should report it immediately to the Housing and Residence Life Office. A lock change request will then be submitted. The lock will be changed, and new keys will be issued to the student and roommate(s) for security. The student will be charged \$50 for the lock change.
- The Housing and Residence Life Office will issue a student a spare key until the lock is changed.

### **HRL.0024 Laundry (Up to -1 Point)**

All Housing areas are equipped with centrally located laundry facilities for the use of Housing residents only. Please use caution when operating machines. Overloading the machines can cause damage to the articles being washed and create the potential for an electrical fire. Residents are encouraged to stay with their laundry. Neither AUM nor Housing and Residence Life will be responsible for lost or stolen articles in the laundry facility. If a washer or dryer malfunctions, please contact the Housing and Residence Life Office for assistance. A student may contact the RA on duty after hours for further assistance. The staff member will notify Housing and Residence Life for repair. Any residents that allow their guests to use the laundry facilities will be subject to disciplinary action, including a fine of up to \$100.

**HRL.0025 Mandatory Meetings (Up to -2 Points)**

Housing and Residence life reserves the right to call mandatory meetings as deemed necessary by appropriate staff. Nonattendance at any mandatory meeting will result in a \$25 fine, disciplinary action, and/or other appropriate sanctions. A mandatory meeting is defined as a meeting for an individual, room, suite, hall, or building as deemed necessary by appropriate staff. This includes meetings scheduled with administrative officials, hall staff, Campus Police, or Housing and Residence Life. If you are unable to attend a mandatory meeting due to class conflict, you must contact the appropriate staff member at least 24 hours prior to the meeting.

**HRL.0026 Open Flames and Heaters (Up to -2 Points)**

Heaters and other items that require an open flame to operate or that produce heat (e.g. Bunsen burners, space heaters, candles including decorative alcohol burners, halogen torch floor lamps, etc.) are not allowed in Housing. Burning of incense and herbs is also prohibited. Failure to comply with any portion of the above referenced policy will result in disciplinary action, which may include a fine of \$25 per occurrence.

**HRL.0027 Pets (Up to -3 Points)**

For health and sanitary purposes, pets are not permitted in the residence halls or apartments, except for fish in properly maintained aquariums (10 gallons or less) and animals necessary for residents with disabilities. Violating this policy will result in an automatic \$100 fine. Residents requesting special accommodations must be registered with the Center for Disability Services (CDS). The resident must have documentation submitted to Housing and Residence Life from CDS as well.

**HRL.0028 Posting Policy (Up to -1 Point)**

The posting of materials in public areas must be approved by the Housing and Residence Life Office. The Housing and Residence Life Office reserves the right to refuse postings that contain rude, vulgar, indecent, or obscene expressions. Hallways and windows are considered public areas and are subject to the same restrictions as other public postings. Only Housing and Residence Life staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls or apartment complexes. Housing and Residence Life will approve items with a designated signature and date. Items that do not have the stamp and approval of Housing and Residence Life will be removed immediately. Only Housing and Residence Life functions or announcements may be placed in the glass areas and on doors. Fliers are not permitted to be posted on entrance doorways. Establishments not associated with the University (i.e., businesses, restaurants, taverns, etc.) may not post flyers in any residential area.

**HRL.0029 Profanity Towards Housing Staff (Up to -2 Points)**

Profanity towards staff members will not be tolerated in or around on-campus facilities. Violating this policy will result in a monetary fine of up to \$50 per occurrence.

**HRL.0030 Public Areas (Up to -1 Point)**

Housing and Residence Life must approve any usage of residence hall facilities by residents, recognized student organizations, and/or any other person or group.

**HRL.0031 Rape and Sexual Assault/Misconduct (-12 Points)**

Auburn University at Montgomery (AUM) is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of discrimination due to race, color, religion, age, national or ethnic origin, disability, or veteran status, and sex, sexual orientation, gender identity, and all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. AUM considers sex discrimination in any of its forms to be a serious offense. This policy refers to all forms of sex discrimination committed against students, including but not limited to: unfair treatment based on an individual's sex/gender, sexual harassment, sexual assault, sexual misconduct, and sexual violence by other students, employees, or third parties.

### **HRL.0032 Recreation (Up to -1 Point)**

Housing and Residence Life provides a variety of games that may be checked out through The Commons front desk with a picture ID. Destruction of recreational items or failure to return items may result in disciplinary action and replacement costs.

### **HRL.0033 Residence Hall Safety (Up to -12 Points)**

The following actions are violations of hall policies, state, and federal regulations: tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or removal of smoke detectors, smoke detector batteries, or otherwise propping stairwell fire doors, obstructing halls and stairways with furniture debris and other materials is a violation of Residence Hall policies and state and federal regulations. These actions are also subject to monetary fines. Violating this policy will result in a fine of up to \$100.

### **Fire Drills**

All persons inside the building during emergency drills are required to evacuate the building. Failure to evacuate the building for any reason may result in disciplinary action.

### **Fire Safety Regulations**

It is essential that residents observe the following fire safety regulations:

- Do not leave appliances unattended while in use.
- Do not overload electrical circuits.
- No open flames (i.e., candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.
- Fireworks are prohibited.
- Electrical appliances with exposed heating elements are prohibited in The Commons. (See list of appliances not approved by Housing and Residence Life.)
- Motorcycles, motor scooters, and other internal combustible engines must be parked in approved parking lots. Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exiting from the building.
- Smoking is prohibited inside all on campus buildings.
- **Do not** cover or disconnect the smoke detectors.

### **Sprinkler System—The Commons, Warhawk Hall, and P-40 Place**

The Commons, Warhawk Hall and P-40 Place residence halls are equipped with a sprinkler system as part of the fire safety equipment required in a high-rise building. It is a violation of state law to tamper with this sprinkler system or any other life-safety equipment. Intentionally setting off the sprinkler system in this building could result in thousands of dollars' worth of damage to University and residents' property. Any person caught tampering with the sprinkler system will be prosecuted to the fullest extent of the law and will be removed from student housing immediately. Damages that result from tampering with fire safety equipment or from a fire will be charged to the responsible party.

### **HRL.0034 Responsibility for the Room (Damages/Decorations) (Up to -2 Points)**

Housing and Residence Life encourages students to personalize their rooms. Room decorations such as pictures, posters, and other items can transform a student's room into a comfortable home, but certain restrictions are necessary.

- Decorations are encouraged if they do not create health problems, fire hazards, or room damage.
- Nails are not permitted. Only removable hooks that adhere to the wall can be used. (Please take care to hang items so that walls are not damaged.)
- Do not cover peepholes or fire alarms.
- All University furniture must stay in the assigned room.
- All decorations in common areas are subject to the approval of roommates.
- Wall murals are not permitted.
- Double-sided tape, contact paper, and wallpaper are not permitted.

Individual decorations must follow these guidelines:

- Do not string decorations from room to room or from hallway to hallway.
- Halogen lamps are not permitted.
- No colored light bulbs are permitted in the University-provided light fixtures; this hinders the staff from conducting inspections.
- The use of empty beer, liquor, or other controlled substance bottles as decoration will not be permitted.
- Each resident must take reasonable care (as determined by staff) of their room, apartment, and its furnishings.
- Residents may not introduce into their rooms or common areas any furnishings or equipment that obstruct exits and create safety and/or fire hazard.
- Residents who fail to adhere to this policy are subject to damage charges and disciplinary sanctions.

#### **HRL.0035 Roommate Trespassing/Illegal Room Changes (Up to -3 Points)**

A resident in a Double or Four Passenger occupancy room is entitled to use only half of the space, even if the other half of the space is unoccupied. A resident cannot move into a living space that has not been assigned to the resident. Violations of this policy will result in a fine of up to \$100, disciplinary action, and/or possible eviction. The following things are not permitted in a Double or Four Passenger occupancy room:

- Placing personal belongings on both sides of the room.
- Moving the mattress from the unoccupied portion of the room/apartment to the occupied side or shoving mattresses together.
- Failing to clean common areas.
- Encroaching upon a roommate's space. This is offensive, inconsiderate, and inconvenient to the incoming roommate.
- Allowing a person to move into the room or suite that has not been assigned by Housing and Residence Life.

If you wish to change rooms, first discuss this with your Resident Assistant. If you still want a room change, request a change through the Housing and Residence Life Office.

#### **HRL.0036 Smoking Policy (Up to -2 Points)**

The AUM Campus, including all Housing and Residence Life buildings, are smoke-free environments. There should be no smoking anywhere on the AUM campus, to include the interior and/or exterior of the residence halls. The use of smokeless tobacco is also prohibited in any facility on AUM property. E-Cigarettes, vapors, and other such products are considered violations of the smoking policy and are subject to the same rules and restrictions as traditional cigarettes, cigars, etc. Individuals who violate the smoking policy may be subject to a fine of up to \$500 and/or appropriate disciplinary action.

#### **HRL.0037 Solicitation and Sales (Up to -2 Points)**

Solicitation and sales are prohibited in all residence facilities and grounds without approval from Housing and Residence Life. Solicitation is any effort to ask for donations or contributions of time, money, goods, or services. Solicitation also refers to canvassing, door-to-door polling, and promotional activities. Sales are efforts to offer a product or service in return for goods, money, and other services. Individual residents may not conduct any business enterprises, exclusive of University-approved activities, within the residence halls. Furthermore, residents may not contract with vendors that provide services in resident rooms/apartments. Residence Life staff and approved resident organizations may request permission from the Director of Housing or a designee to sell or solicit in designated areas only.

#### **HRL.0038 Theft (Up to -12 Points)**

Housing and Residence Life has a zero-tolerance policy concerning theft. Housing and Residence Life will contact Campus Police to assist with theft-related violations, which include but are not limited to:

- **Property theft:** stealing, attempting to steal, or assisting in the theft of any money, property, or item(s) of value not belonging to the student and/or the illegal use of property not belonging to the student.
- **Identity theft:** using credit cards, phone cards, identification cards, personal identification numbers, or other documentation belonging to another individual for fraudulent transactions. This includes the unauthorized use of another resident's Warhawk ID card and/or theft of another student's Warhawk ID card.

Theft violations may result in, but are not limited to, the following sanctions:

- Immediate eviction from University housing. Upon eviction, all costs (i.e., remaining portion of housing contract) will be assumed by the evictee.
- Criminal charges may be filed.
- Referral for evaluation at the AUM Counseling Center.
- Further sanctions/behavioral consequences.

#### **HRL.0039 Trash (Up to -1 Point)**

Residents are expected to properly dispose of all trash items in the location designated for their area. The designated areas for trash are:

- The Courtyards: The dumpster in the parking lot nearest your building.
- The Commons: The dumpster located between P-40 Place and The Commons
- Warhawk Hall: The dumpster located in the service drive
- P-40 Place: The dumpster located between P-40 Place and The Commons

Do not place trash in hallways, stairwells, balconies, parking lots, or laundry facilities. During move-in and move out, all trash should be placed in the dumpster outside the residence hall or apartment area. Failure to comply may result in, but is not limited to, a \$25 fine being assessed to the resident's account.

#### **HRL.0040 Vandalism (Up to -4 Points)**

There is no acceptable excuse for purposely damaging University or personal property. Any resident who commits an act of vandalism will be charged for the cost of the damage, including replacement or repair, and will face strict disciplinary action, including dismissal from the residence hall. If damages are found, the resident may be fined.

#### **HRL.0041 Violence (-12 Points)**

Housing and Residence Life has a zero-tolerance policy concerning acts of violence. Physical abuse or conduct that threatens or endangers the health or safety of any resident will result in immediate and serious disciplinary action, including eviction from University housing. Residents who have been assaulted or have information regarding any type of assault should seek assistance from a Housing and Residence Life staff member and contact Campus Police at 334-244-3424. Housing and Residence Life will contact Campus Police immediately to assist with violence-related violations.

#### **HRL.0042 Visitation and Overnight Guests (Up to -3 Points)**

Every guest is subject to University rules and regulations which affirm each student's right to study, sleep, and privacy. It is the duty of the resident host to monitor and accept responsibility for the behavior of guests. All guests in any residence hall must be escorted by the host resident of that building at all times. The University reserves the right to deny access to any guest if it has been determined that the individual has disturbed, disrupted, or endangered any residents.

Residents are permitted to have guests in their rooms between the hours of 9 AM and midnight, Sunday-Thursday. **Residents are permitted to have a maximum of two guests at any given time.** Open visitation, with roommate consent, may occur on Fridays beginning at 9 AM. and lasting until midnight on Sunday. Any



guest exceeding a four hour stay between the hours of midnight and 8 AM during open visitation will be considered an overnight guest and must be registered as such.

Overnight guests must be at least 18 years of age and must have photo identification in their possession. Residents are responsible for completing an Overnight Guest form, which can be retrieved from an RA, in order to have an overnight guest in the residence hall. Overnight guests of the same sex are limited to staying in a resident's room no more than 3 nights per month. Consent of the roommate(s) must be obtained.

**Overnight guests of the opposite sex are NOT permitted in a resident's room under any circumstances.**

## **EMERGENCY PROCEDURES**

### **Medical Assistance**

Student Health Services in the School of Nursing provides medical services to AUM students. Students must show an AUM student identification card at the time of treatment. Student Health Services is in Irma B. Moore Hall and is open from 8 AM to 5 PM, Monday-Friday, while classes are in session.

If medical assistance is needed outside these hours, students are advised to seek medical attention through their own physician or another medical treatment facility such as an after-hours outpatient clinic or hospital emergency room. Since students are responsible for the entire cost of medical treatment received at facilities other than AUM Student Health Services, they are encouraged to participate in the low-cost health insurance program sponsored through the AUM Student Government Association.

For more information, you may contact the Student Health Services office at 334-244-3281 or the Office of Student Affairs at 334-244-3620.

### **Fire Prevention**

Even with the best efforts, a fire may still occur. Since fire and smoke spread rapidly, all occupants must know what to do and be prepared to act quickly. If you see or smell smoke or see a fire, immediately activate the fire alarm. Next, call AUM Campus Police at 334-244-3424 and give them your name, location of the fire, and any other pertinent information. Then, evacuate the building along with the other residents and stand by to advise the fire department and University officials on details of the fire. Evacutrac's are located in the lobby The Commons and in P-40 Place. Residents should be familiar with their location.

Sounding a false alarm, tampering with firefighting equipment, smoke detectors, or sensors, or setting a fire within a University building, is a felony offense and will result in arrest and disciplinary action. All students must wait until notified by Housing and Residence Life staff or Campus Police before re-entering the building after a fire alarm.

The Housing and Residence Life office will arrange to have fire drills every semester. Upon hearing a fire alarm, immediately evacuate the building.

### **Tornado/Severe Weather Warning**

When a tornado warning is issued for the area, the following procedure will be in effect:

1. The Civil Defense siren located next to The Courtyards will sound a continuous warning for three minutes.
2. Residents should tune a radio or television to a local station for weather information and continue to listen for updates.
3. An AUM Police cruiser will patrol the campus to assist persons in finding cover and relaying information.

### **Shelter Options**

#### **The Courtyards**

Residents should go to their bathrooms of their apartment with the door closed or 1<sup>st</sup> floor apartment of your building.

#### **The Commons**

Residents should seek shelter in the interior hallway or bathroom of their suite with the door closed.

### **Warhawk Hall**

Residents should seek shelter in the bathroom of their apartment with the door closed or interior hallway near the bathroom vanity area.

### **P-40 Place**

Residents should seek shelter in the storm shelter located on the first floor of the building.

Other hallways, study areas, laundry areas, or areas that have windows are unsafe locations during a tornado. When the warning has been cancelled, Campus Police will issue an “All Clear” advisory.

### **Hurricane**

The decision to evacuate residents from University housing during a hurricane will be based on factors such as size/intensity of the storm and the time at which a hurricane warning is issued. The Chancellor, in consultation with the AUM Emergency Management Team, will determine if classes are cancelled and when/if the University will be closed.

The Housing and Residence Life Office will coordinate resident evacuation procedures. Residents who have no alternative housing locations will be evacuated to a designated campus shelter.

The Housing and Residence Life Office will coordinate the following:

1. What/how information will be provided to residents.
2. Contact phone number for information updates.
3. Decision regarding hosting non-residents during hurricane.
4. When to evacuate the residence halls.
5. What residents should bring to the shelter (i.e., radio, clothing, toiletries, medications, etc.).
6. Where to park vehicles during the hurricane.
7. When it is safe for residents to return to the residence halls.
8. Procedures to follow if damages have occurred to the residence halls and alternative housing requirements.

## **POLICY ENFORCEMENT**

Community Standards apply to all residents. Staff members follow Housing and Residence Life procedures dealing with appropriate violations of policies and Community Standards. All violations will be investigated thoroughly, and the appropriate sanctions and points will be determined accordingly.

Ignorance of a standard or policy does not excuse the violation. When a violation of any standard or policy is recorded on an incident report, Housing and Residence Life will meet with the resident and assign sanctions (disciplinary measures). Sanctions imposed may include, but are not limited to, points, fines, community service, required viewing of education videos, loss of privileges and eviction. Failure to respond to a request made by a staff member may result in fines and additional disciplinary action.

### **Peer Review Board**

The Peer Review Board (PRB) is comprised of up to 6 students who represent the residential communities, as well as the Residential Education Coordinator. It hears cases referred to them by the Residential Education Coordinator involving violations of Housing and Residence Life policies and/or the Community Standards.

### **Points**

All Housing residents enter Housing with 12 points accredited to their judicial record. Depending on the nature and severity of an incident, a certain number of points will be retracted from a resident found to be in violation of the community standard(s). Repeated offenses result in additional points being removed. Once a resident has lost 6 points or more, he or she may be placed on Housing probation and given further sanctions. Once a resident has lost 12 points, the resident will be recommended for eviction with full payment of Housing contract required. It is possible to lose all 12 points for one violation, depending on its severity.

Students who are removed from Housing and Residence Life for disciplinary purposes will not be permitted to visit Housing and Residence Life facilities for two semesters.

## **DISCIPLINARY PROCEDURES AND RESIDENCE HALL ASSOCIATION PROCESS**

### **Sanctions**

Sanctions (disciplinary measures) relate directly to the nature and severity of the violation as well as the perceived willingness of the resident to accept responsibility for his/her actions. The following sanctions may be imposed during the review and/or appeals process:

- **Points:** predetermined system that is used to tally violations.
- **Formal Reprimand:** a written warning
- **Community Service:** the performance of reasonable, non-credit assignments (examples include trash pickup, attending/presenting an educational program to fellow residents, creating bulletin boards, etc.)
- **Essay Assignments:** the required completion of reflection papers, article reviews, journal entries, or other written assignments.
- **Alcohol awareness courses**
- **Probation:** the loss of certain privileges, such as visitation, etc.
- **Fines:** monetary sanctions given to offset cost of violation and deter future violations.
- **Transfer:** relocation within on-campus housing.
- **Eviction:** permanent removal from Housing.

### **Residence Hall Association Hearings**

RHA Hearings are closed. The only persons who may attend are the resident involved, the RHA members, and the RHA Advisor.

If a resident does not agree with a judicial decision he/she receives, the resident may appeal the judicial decision to the Director of Housing and Residence Life or his/her designee. Final decisions on all appeals will be made by the Vice Chancellor of Student Affairs.

### **Note**

Behavior or actions not listed under the Community Standards or policies may be deemed inappropriate or destructive by staff members and could bring about disciplinary action. Also, if a resident is in a room/apartment when a violation occurs, he or she may face disciplinary action.

Community Standards and policies are meant to preserve rights and services for present and future residents. Residence Life staff members may not ignore or fail to deal with violations (policy or law) which they encounter.