

# Student Life and Housing Policies

Standard policy requires students living on campus be at least 17 years of age. Exception may be made on a case-by-case basis with special approval from the Student Life Office.

Non-Discrimination Statement: Georgetown College prohibits discrimination on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity, age, disability, or veteran status.

Note: These guidelines do not apply to College-owned private houses, or living spaces required to be occupied by College employees as a part of their duties (i.e. staff on-campus housing). See the Office of Student Life for more information. For the purpose of clarity, these policies are listed in order alphabetically.

## 1. Break Housing

1. Students are required to move out of their housing assignment 24-hours after their last final, unless they are graduating. Students can stay in their residence hall during Fall break and Spring break; however, students may not stay in their assigned housing during Winter break, and Summer break.
2. East Campus, Hambrick Village and Rucker Village residents may remain in their assigned rooms during Winter Breaks.
3. Students may be required to remove all personal belongings from their room during Winter break, if their assigned residence hall has been designated for use as the Winter housing residence hall.
4. Georgetown College offers limited break housing in an alternative residence hall for students who want to live on campus during the Winter breaks. This housing is provided at a weekly fee in addition to the amount charged for students to live on campus during the Fall and Spring semesters.

## 2. Cleanliness

1. All members of the College community are responsible for contributing to healthy, supportive learning and living environments in the residence halls. The College recognizes that uncleanliness, excessive trash, messiness, and/or noxious odors have the potential to contribute negatively to the quality of life in our learning and living environments.

A noxious odor is ANY aroma of such intensity that becomes apparent to any one or more persons. Any odor (including, but not limited to, cigarette, cannabis, cigar or pipe smoke, perfume, air freshener, or large amounts of dirty laundry) may become noxious or offensive when it is too strong or lingers for any period of time. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or her/his clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to fines and/or charges through the Student Conduct process.

2. Students are responsible for the cleanliness of their personal space, including disposal of trash and recyclables in one of the dumpsters on campus.
3. For safety purposes, students should maintain their rooms in a way that allows quick and safe egress to their doors in case of emergency.
4. Students who do not properly clean their room, who maintain a room in such a state of uncleanliness as to pose a health risk to their own space or the residence hall community, and/or whose uncleanliness causes permanent damage to their room or furnishing may be subject to fines and/or charges through the Student Conduct process.
5. Students in Hambrick, Rucker, and East apartments/townhouses are responsible to clean their entire apartment.

## 3. Damages, Theft and Liability

1. Georgetown College does not assume liability for any lost, stolen, or damaged personal property. Any thefts or vandalism should be reported to Campus Safety to be documented. To help prevent theft, students should be sure to secure their personal belongings in their rooms, lock their room doors, and not prop open the exterior entrance doors to the residence halls.
2. Students who accept College housing agree to abide by all College and housing policies, and are responsible for maintaining their rooms in an acceptable condition. Charges for damages within students' rooms are the responsibility of the students assigned to the room space. Damages that occur to public areas (e.g. restrooms, lounges, study rooms, etc.) that are not attributable to a specific individual or group will be equally shared by the residents of the living area(s) or residence hall where those damages occurred.

3. All students will be charged a \$100 Damage Deposit by the Business Office. Appropriate refunds of lock and damage deposits will be sent by check to those students who officially withdraw from school, graduate, or do not return for the next semester and have properly checked out of their rooms. Any additional charges will be included on the billing notice sent to students by the Business Office.
4. Residents are encouraged to purchase renter's insurance to cover issues such as those described above. Renter's insurance may be purchased through a family homeowner's insurance policy or from an insurance company, such as [GradGuard](#).

#### 4. Fire Extinguisher and Fire Alarms

1. The following policies were developed in consultation with the local Fire Chief and Fire Department,. The violations can be divided up into the following three categories: criminal violations, code violations, and college violations. The policies listed in this section unless otherwise stated are to ensure compliance with Kentucky Revised Statutes (KRS), and Life Codes adopted by the state of Kentucky.
2. Anyone that is caught in violation of these will be prosecuted to the full extent of the law by the Fire Department. Any indicated fines for violations that are not Kentucky Revised Statutes (KRS) or Kentucky Life Code violations are established by the College; the Fire Department does not enforce these regulations.
3. Students caught tampering with fire safety equipment or activating the fire systems will be subject to the College's Student Conduct process. The Fire Department may also pursue criminal charges to the full extent of the law.
4. It is important that everyone understand each time an alarm is activated, a report is given to the State Fire Marshal, and they may wish to pursue criminal charges themselves. Our intent is not to charge anyone; however, we must work to keep every person on campus as safe as possible, which may include necessary Conduct or legal charges, or appropriate fines.
5. Criminal Violations (Misdemeanor or Felony charges)
  1. Violations of the fire code in the residence halls include
    1. Covering or removing smoke detectors that prevents activation or proper operation.
    2. Pulling a fire alarm in a false and/or malicious manner, or intentionally falsely reporting an incident.
    3. Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector.
    4. Playing with or discharging a fire extinguisher in a non-emergency situation.
  2. Code Violations:
    1. Appliances with exposed heating elements: (i.e. hot plates/George Foreman grilles/toasters/toaster ovens/coffee makers, etc.) Note: Single-serve or other hot drink makers are allowed as long as they meet the following requirements:
      1. Rated less than 900 watts (most Keurigs and electric hot water kettles are rated higher than 900 watts and would not be acceptable).
      2. Does NOT have an exposed warming plate,
      3. Shuts off after each use
      4. Does not keep the water warm between uses
    2. Extension cords – (power strips with surge protectors that are UL certified are approved)
    3. Flammable material (i.e. paint, lighter fluid, gasoline, paint thinner, etc.)
    4. Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
    5. Propped stairwell or exterior doors
    6. Items left in the hallways and stairwells that could impede ingress/egress
    7. Approved electrical appliances/devices placed beneath a bed or in closets
    8. Tampering with or penetration of the surface of the ceiling or ceiling tiles
    9. Beds less than 36 inches from the ceiling
    10. Smoking inside of residence halls or doing so less than 12 feet of any public building entrance, window, or ventilation system
    11. Candles in college buildings
  3. College Policy Violations:
    1. Any of the above-named criminal violations or code violations
    2. Halogen lights and portable heaters inside of the residence halls
    3. Use of non-college approved beds. Lofts and loft-like structures are not permitted to be used in the halls
    4. Mounting, affixing, or otherwise penetrating the ceiling with any material; hanging or displaying items from the ceiling
    5. Candles, incense, lanterns or similar "open flame" items

6. Blocking the air intake of the room HVAC with any object (the area in front the room HVAC unit must have a minimum of 18" of clearance to function properly)
7. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets
4. Fire & Maintenance Inspections are completed monthly in the residence halls by Residence Life staff. Georgetown College or the appropriate authorities reserve the right to remove all potential fire hazards discovered in any residence halls. The expectation is that the College and community will work together to ensure that all regulations are enforced.
6. College insurance requirements and other safety regulations, as well as College policy, prohibit student access to roofs and the tops of entrance awnings.
  1. Students who access these areas are subject to the Student Conduct process, and may be placed on deferred suspension or suspended from the College for unauthorized entry/trespassing in these areas.
7. Students are not permitted to use college facilities (including hooking hoses to housing units) for washing automobiles or personal equipment.

## **5. Furnishings**

1. Residents are permitted to place neat and clean couches, chairs, or the like in their rooms so long as space permits. Furnishings in an obviously deteriorated or damaged condition are not permitted. Any furnishings in the room must not block the air intake at the bottom of the HVAC unit in the room, and be a minimum of 18" away from the air intake. For fire and safety reasons, excessive personal furniture (items cannot impede egress to windows or doors), ceiling fans, and bed lofts are not permitted.
2. The use of waterbeds, major household appliances (such as George Foreman Grills, toaster ovens, full-size refrigerators in traditional halls, etc.), and other non-standard furnishings are not permitted in campus housing. Students must keep all College provided furniture in their rooms at all times. If at any point during the academic calendar College owned furnishings are missing, students are subject to the replacement cost of the items, with this cost being billed to their student account.
3. Students may not decorate their room with empty alcohol containers.
4. Due to electrical constraints within the buildings, microwaves greater than 900 watts, and portable air conditioners or portable heaters are not permitted in residence hall rooms.
5. Ceiling fans may not be installed in residence hall rooms.
6. Students are permitted to have gaming systems, stereos, televisions, sewing machines, fans, and comparable appliances in their rooms. However, refrigerators larger than 4 cubic feet, room air conditioners, portable heaters, hot plates, Keurigs, candles, and similar items are not permitted. Food should be stored in closed containers.
7. Students are permitted to have computers and computer equipment in their rooms. However, the College specifically assumes no liability for damage to equipment, software, disks, text, other files, and the like due to power surges, theft, or other hazards. Students are encouraged to contact the Office of Facilities Management to request a check for properly grounded electrical outlets.
8. Students are not allowed to set-up personal Wi-Fi wireless networks within the hall. Violation of this policy will result in the personal wireless network equipment being confiscated by Residence Life and the responsible student being subject to the Student Conduct process.

## **6. Hambrick Village / Rucker Village Patio Furniture**

1. Residents are permitted to place neat and clean patio furniture, such a chair and/or small side table on the patio outside of their own assigned townhouse space so long as space permits. Students wishing to use patio furniture at their assigned townhouse must have prior written permission from the Director of Residence Life. Furniture that is used or placed on the townhouse patio area without prior permission will be required to be removed and students subject to the Student Conduct process.
2. Students who are approved for the use of patio furniture may not have more that 2 total pieces of furniture on the patio. Furniture used must not impede the entry or exit to the townhouse, nor may they block the use of the patio for foot traffic.
3. Furnishings in an obviously deteriorated or damaged condition as determined by Residence Life staff are not permitted. Any furnishings that are discovered to be in an obviously deteriorated or damaged condition will be required to be removed from the space. Students who do not remove the furniture in question may be subject to the Student Conduct process.

## **7. Housing Waivers**

1. As a residential campus, Georgetown College expects all undergraduate students to reside in College housing, except as provided below. Students who meet one or more of the following conditions may be exempted from the College residential requirements:

2. Students who meet any of the following conditions must do so within a 30-mile radius of the College campus.
  1. Students who are deemed to be the heads of a household, as defined by the IRS.
  2. Married students residing in the residences of their spouses.
  3. Students who are 24 years of age or older.
  4. Students who are military veterans.
  5. Students enrolled for less than 12 credit hours for a given academic term.
  6. Students who are 5th year seniors as verified by the Office of the Registrar.
  7. Students who reside with an immediate family member. The immediate family member must also be at least 24 years of age and deemed to be heads of households.
    1. "Immediate family member" for the purpose of a Georgetown College housing waiver application is defined as a brother or sister, either parent (if separated or divorced), an aunt or uncle, or a grandparent(s).
  8. Other appropriate reasons as determined by the Vice President of Student Life
3. Students participating in their semester of student teaching may be eligible for the 7-meal plan. To see if you qualify please contact the Student Life Office.
4. Students who drop below full-time status may have their residential assignment revoked and be required to move off campus during the time that they are part-time students.
5. Applications for waivers of housing or of board requirements should be submitted at least two weeks prior to the semester for which the waiver is being requested. Any request submitted after the commencement of classes for the requested semester may not be considered and will be subject to a \$100 fine.
6. Students should not assume their waivers have been approved unless they have been so informed of approval by an official of the Office of Student Life. All approved requests will remain effective throughout the student's time at Georgetown College, provided the proposed living arrangement remains the same. If living arrangements change from what is indicated on the submitted form, it is the student's responsibility to notify the Student Life Office immediately. Changes may alter eligibility to waive room and board. Failure to provide notice of a change in living arrangements may result in the waiver approval being revoked; in this instance the student will be required to submit a new waiver application, and will be subject to the same approval process.
7. Students who are approved to live off campus will see a 25% reduction in their institutional aid, and this change will be reflected on their bill.
8. **Hover Boards**
  1. Due to concerns with the electrical systems causing fires, and in consultation with the local Fire Marshal, hover boards are not permitted in any building on Georgetown College's campus, including their usage or storage within the residence halls.
9. **Lock-Outs**
  1. Students are responsible for the keys they are assigned and for access to their rooms. When a lockout occurs, the involved student should contact their roommate or a member of the Residence Life staff in their hall to assist in gaining access to their room. Students may also contact Campus Safety to complete a lockout for them. After a student's first lockout, a \$10.00 service fee will be assessed for the 2<sup>nd</sup> and 3<sup>rd</sup> subsequent lockout required that semester for their room and/or hall.
    1. If lockouts become excessive, with excessive defined as more than 3 in a semester, the student requesting the lock out will be charged a fee of \$25 for each subsequent lockout after the 3<sup>rd</sup> time for that semester.
10. **Lost Keys**
  1. When a room key is lost, the lock is changed for the protection of the student and their roommate(s). Lost key and/or lock changes are \$125.00 and will be billed to the student's account. A request for a new room key should be made through the online lost key form which can be found on the Georgetown College portal at: [https://my.georgetowncollege.edu/ICS/Forms/Staff\\_Forms/Lost\\_Key\\_Form.jnz](https://my.georgetowncollege.edu/ICS/Forms/Staff_Forms/Lost_Key_Form.jnz)
11. **Modifications to Residence Hall Rooms**
  1. Any physical changes made to a residence hall room require prior approval from the Director of Residence Life, and any modifications to school furniture are not permitted.
    1. These modifications can include but are not limited to, alterations to door knobs and locks, permanently installed hooks, painting, making holes or other penetrations, television mounts, flooring modification, etc.
    2. Students who do not receive official, written prior approval from the Director of Residence Life may be fined with the modification being considered damage or unofficial alterations, and be subject to the Student Conduct process.
  2. In the traditional residence halls (those that are located on South Campus, Anderson Hall, Knight Hall), students are not permitted to drill holes into the concrete for any purpose, and must limit the number of tape, adhesive,

or Command™ strips to 6 strips used per wall. Any damages caused by the making of holes in the walls or the removal of mounting strips will be charged to the student's account. All mounting products must be removed at move-out.

3. In the upscale, non-traditional residence halls (East Campus, Hambrick Village, Rucker Village, and for the purposes of room modification Dudley Apartments), students are not permitted to drill holes into the wall for any purpose, and should avoid the use of any of the tape, adhesive, or Command™ style strips on the walls.
  1. Students these halls are permitted to use small to moderate sized nails for mounting or hanging, and must limit the uses of these nails to no more than 10 per wall in the unit.
  2. Any damages caused by the making of holes in the walls or the removal of mounting strips will be charged to the student's account.
  3. All mounting products must be removed at move-out.
4. Paneling, wallpaper, border, and similar wall coverings violate local and state fire codes and are not permitted.
5. Students may not mount adhesive-backed light strips on any walls in their rooms or common areas. These strip style lights cause excessive damage to the paint and walls, and therefore are prohibited. Any damages caused by the use of the prohibited light strips and/or the removal of these lights will be charged to the student's account.
6. Students may be allowed to use professionally manufactured bed risers/lifts to raise beds a maximum of 8 inches. Residents may not loft beds or hang beds from the residence hall ceilings or walls.
7. Due to personal injury and liability as well as campus insurance limitations, bed lofts or loft-like structures (this includes the use of cinder blocks to loft beds) are not permitted. No modification to College issued furniture is permitted. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets. Penetration of the ceiling is not permitted per the state fire code.
8. Students are not permitted to paint rooms; any request to paint a room must be submitted to the Director of Residence Life in writing.

#### 12. **Opening and Closing of Residence Halls**

1. Students are not permitted to return to campus prior to the dates announced by the College for the academic year and are to vacate their rooms according to the announced closing dates. In those rare instances when a student must return early or stay past closing time, arrangements must be made in advance with the Director of Residence Life.
2. Students who are employed by the College and/or are participating in College-sponsored activities (e.g., inter-collegiate sports, working orientation, Residence Life staff, etc.) are to make necessary housing arrangements through the appropriate coach, sponsor, advisor, or supervisor, and these arrangements must be communicated to the Director of Residence Life to be approved.
3. It is the responsibility of each student to remove all personal belongings from the residence halls. The College will not assume any responsibility for personal items that are left in the residence halls or rooms after the designated date and time in which the halls close. These items will be disposed of or donated as appropriate, and the student may be subject to fines to their student account for improper checkout.

#### 13. **Party Policy: East Campus, Rucker Village, and Hambrick Village**

1. Students living in East Campus, Rucker Village, and Hambrick Village may not utilize their apartment to host "parties" of any kind.
2. A "party" is defined as the presence of more than 2 guests per present resident in an apartment where another policy violation is occurring.
  1. Policy violations that contribute to a Party Policy violation include, but are not limited to: alcohol, drugs, visitation, quiet hours/noise, etc.
  2. Residents who are caught hosting parties will be subject to the College's Student Conduct disciplinary procedures, and sanctions may include the loss of their upscale housing privilege and subsequent requirement to return to main campus housing.

#### 14. **Pregnant Students**

1. Pregnant students have the ability to continue to reside on campus if they so choose. Student Life encourages students who are pregnant to contact the Wellness Center to discuss plans for pre-natal care, arrangements for labor and delivery, and transportation to the hospital, if appropriate.
2. Once the child is born, it is expected that mother and child would live off-campus and move to a commuter status. If the mother would like to return to being a residential student without the child living in the residence hall with the mother, such an arrangement would be permissible, as reviewed by the Vice President of Student Life.

#### 15. **Private Rooms**

1. At an additional charge, a limited number of private rooms may be available to students, so long as the housing needs of the College and space available permits.
  1. When the demand for on-campus housing warrants, students initially assigned a private room may be required to accept a roommate. In such cases, forfeiture of private rooms is determined according to class standing and cumulative grade point average (GPA). Time of application may also be considered.
  2. If a student is approved for a private room after the beginning of the term, the cost of the private room will be prorated for the time remaining in the current term. Students not wishing to incur any private charges will agree to take a roommate into their room should the College's housing needs necessitate such an assignment.
2. Students who are assigned to a double room space without an assigned roommate are required to keep 1/2 of the room empty so that a roommate could move in at any point.
  1. This means one closet, desk, chair, bed, and dresser should always be unused and left open, so that in the event another resident is assigned to the space these items are move-in ready. Failure to do so will result in the Residence Life staff moving belongings so that these items are open and available for use by the newly assigned student to the space.
3. During the summer prior to the beginning of the Fall term, there will be a private room request period, where students will have the ability to request being placed in a private room. This process will be communicated to students via email. Private room requests will be considered during this process according to class standing (senior, junior, sophomore, and freshman), cumulative grade point average (GPA), and the housing needs of the College. Students who submit a request during this period will be notified if their request is approved or denied. Private room requests outside of this request period will not be considered.
4. Students who fail to find a roommate or accept a roommate as assigned by the Director of Residence Life or their designee may be subject to the assignment of a roommate to that space or appropriate private room charge.
5. First-year students are not permitted to live in private rooms or upscale housing unless deemed medically necessary and are officially approved by the Office of Disability Services. After students have completed 2 semesters of full-time college coursework they are eligible to apply for private rooms.
  1. Official approval must be sent to the Director of Residence Life by the Office of Disability Services prior to any reasonable room accommodation being made.
16. **Public and Shared Spaces (Lounges, Kitchens, etc.)**
  1. Most residence halls have a variety of public and shared spaces, such as lounge areas, kitchens, study areas, and others. Residents are expected to remove garbage and any leftover food, dishes, and silverware that are used in these spaces and are responsible to keep the kitchens cleaned.
  2. Residents are expected to abide by community decisions regarding use of common area space as communicated by Residence Life Staff in the halls.
  3. Hallways, lobbies, and study rooms may not be used for storage of belongings for any length of time, even on a temporary basis. Objects left in public spaces may be confiscated by Residence Life staff. Housing provided furniture in kitchens, lounges, and hallways/lobby areas may not be removed from the public space.
  4. Students or student groups who improperly store furniture in these areas, or who remove furniture from these public spaces may be subject to fines and/or charges through the Student Conduct process or equivalent process for that student group.
17. **Public Displays**
  1. Students are not permitted to display items that are obscene, inflammatory, or offensive in nature as determined by a Student Life administrator.
  2. Decorations that do not align with the mission of the College are not permitted and will be required to be removed.
  3. Displays hanging outside or from the outside of the residence hall are not permitted.
18. **Quiet Hours**
  1. **City:** The College has adopted the Noise Ordinance from the City of Georgetown, which prohibits Georgetown residents from making noise outdoors between the hours of 11 p.m. and 7 a.m. (this includes "circling up" by any student organization).
    1. Individuals in violation of this policy will be subject to the Student Conduct process or equivalent process for that student group. Organizations in violation of this policy may be fined along with receiving other sanctions.
  2. **College:** Students who reside on campus should show consideration for other residents at all times, and courtesy hours in the residence halls are 24 hours. The hours between 10:00 p.m. and 10:00 a.m. are observed as quiet hours in the residence halls, although individual residence halls may observe slightly different hours. If

the quiet hours established for a residence hall differ from this policy, prior written approval is required from the Director of Residence Life, and the modified hours are required to be posted in the hall. The purpose of quiet hours is to give consideration to those who desire to sleep or study.

1. Students who violate their halls quiet hours may be documented. Beginning on Reading Day and through Finals Week, quiet hours are enforced 24 hours a day and students who violate the 24-hour quiet hours will be subject to the Student Conduct process and/or may be asked to vacate their residence hall.

**19. Residence Hall Maintenance**

1. Routine maintenance requests (e.g., light bulbs, leaky faucets, etc.) should be made through the SchoolDude online maintenance request system which can be found on the portal by clicking the link labeled 'Maintenance Request' in the left hand column under Quick Links.
2. Genuine emergencies (e.g., broken water pipes, loss of heat/AC, broken windows, etc.) may be reported directly to the Student Life Office (8004), 8:00 a.m. – 5:00 p.m. or the Campus Safety Office (8111) nights and weekends.

**20. Residence Hall Meetings**

1. When a meeting is called in a residence hall, each resident of that hall is required to attend. Students prevented from attending are to inform the Residence Hall Coordinator of the hall in advance. Disciplinary sanctions may be imposed if a student fails to attend a meeting and has not been excused by the Residence Hall Coordinator. Hall meetings cannot be called without the permission of the Residence Hall Coordinator or Area Coordinator.
2. Residents who have a floor or hall concern that they feel should be addressed in a floor meeting should schedule a time to meet and discuss the issue with their Residence Hall Coordinator, who will then determine the appropriateness of a hall meeting and if necessary notify the hall of the date/time the meeting is being held.

**21. Residence Hall Policy and Code Expectations**

1. Students are expected to follow all policies and codes in the residence halls and on all College property; and are required to comply with all directives and requests of College staff and officials.
2. College staff and officials include, but are not necessarily limited to, Area Coordinators, Residence Hall Coordinators and Resident Assistants, and Campus Safety Officers.

**22. Residence Hall Visitation**

1. Visitation in the private living areas of the residence halls is not permitted outside of the visitation periods for the residence halls.
  1. In traditional halls (South Campus, Anderson Hall, Knight Hall, Dudley Apartments), the visitation period is 12:00pm noon to 12:00am midnight Sunday – Thursday, and 12:00pm to 2:00am Friday and Saturday.
  2. In upscale housing (East Campus, Hambrick Village, Rucker Village), there is a 23-hour visitation policy in place, with no visitors permitted during the 4:00am to 5:00am hour.
  3. Guests are required to be escorted by their hosts at all times while in any College residence hall.
    1. Unescorted guests and strangers in the residence halls can pose a security risk to residents, and should be reported to Campus Safety.
    2. To help combat the presence of unescorted guests or strangers in the halls, students should never prop open external doors.
  4. Opposite gender guests should use the appropriate restrooms in the lobby in the traditional halls and be escorted by their host to and from the restroom. Opposite gender guests are not permitted to use the bathrooms on the residential floors.
  5. Visitors of the same sex are permitted to stay overnight for up to two consecutive nights and no more than 10 nights per semester with prior approval by the Director of Residence Life, or an Area Coordinator for Residence Life. Residence Hall Coordinators cannot approve overnight guests.
  6. Visitors of the opposite gender are not allowed to stay over-night and must follow all rules regarding visitation hours.
  7. Students are not allowed to reside in another individual's assigned residence.
2. Visitors are expected to abide by all regulations and policies of the College; violations may result in termination of the guests' visit and disciplinary action against the host(s). Students with guests who exceed the number of days permitted for visitation may be documented and subject to the Student Conduct process.
3. **Traditional Hall Visitation: Knight Hall, Anderson Hall, Fraternity/Sorority Buildings, Flowers Hall, Allen Hall, Collier Hall, Pierce Hall, Dudley Apartments**
  1. The visitation hours are as follows for traditional halls:
    1. Sunday – Thursday 12:00pm Noon – 12:00am Midnight
    2. Friday – Saturday 12:00pm Noon – 2:00 AM
4. **Upscale Housing Visitation: East Campus, Rucker Village, Hambrick Village**
  1. Apartment Style Housing residents may have 23-hour visitation. This visitation schedule allows residents to have visitors of any gender, 7 days a week except for the 4am-5am hour. The purpose of this policy is to

allow students to have the freedom to visit as they wish; however, this policy will not facilitate or enable cohabitation under any circumstance. If concerns over cohabitation occur, the guest may be trespassed from the residential space, and the host subject to the loss of upscale housing privileges as well as the Student Conduct process. Students are not allowed to reside in another individual's assigned residence.

2. The visitation hours are as follows for upscale housing:

1. *Mon-Sun: 4am-5am: No visitation in any area of the townhouse/apartment*

5. Violation of visitation policies may result in disciplinary action through Residence Life or the Student Conduct process.

### **23. Room and Residence Hall Changes**

1. Room assignment changes will not be made before the end of the fifth week from the start of classes of each semester, and will only be approved to be made during the official Residence Life Room Change Request period as sent to students via email. Exceptions may be made in cases of temporary assignments, approved changes as a part of the roommate mediation process, changes necessary to avoid private room charges, or other reasons deemed appropriate by the Director of Residence Life, or an Area Coordinator for Residence Life.

2. Students may not change rooms except during the designated room change period. The dates in which students can change rooms will be determined and made known each semester via email.

3. If a change is granted, the room being vacated must first be inspected and the room key collected before any change may be finalized.

4.

### **24. Room Assignments**

1. Every effort is made to accommodate reasonable individual preferences in making on-campus housing assignments (private rooms, specific residence halls, etc.). When competition exists for specific preferences, housing decisions are made based upon class standing (senior, junior, sophomore, and freshman), cumulative grade point average (GPA), and other relevant housing considerations (i.e. the need for disability access).

1. East Campus Apartments are open to students with 52 or more completed credit hours at the time of sign-up or request, and who have a minimum 2.50 cumulative or above grade point average. Continuing, returning students to the College will be given preference on placement, as space permits. Incoming first-year students may not live in East Campus apartments. Students with more than two Student Code of Conduct violations occurring within a year prior to residing on East may not be eligible for East Campus living. Students must meet all of these requirements to be eligible. Students whose Student Code of Conduct history reaches this threshold while living on East Campus may no longer be eligible.

2. Hambrick Village or Rucker Village is open to non-freshman/first year students (i.e. freshman/first-year students are not permitted to live in the townhouse residence halls). Continuing, returning students to the College will be given preference on placement, as space permits. Students with more than one Student Code of Conduct violation occurring within the past twelve months or a history of more than three violations may not be eligible to live in Hambrick Village or Rucker Village. Any subsequent Student Code of Conduct violations that occur while residing at Hambrick Village or Rucker Village may result in immediate removal from the Hambrick Village or Rucker Village townhouses.

3. If a student's housing assignment is not filled to capacity (and that student has not been approved for a private room), Residence Life may assign another student to the space to fill the room to capacity as the need arises.

1. For example, if a group of only 4 students find themselves assigned to or sign up for a 6-person townhouse, Residence Life may assign 2 more students to that townhouse even without the consent of the initial 4.

2. While a reasonable effort may be made to notify students of changes and updates to their residential space regarding updated assignments and roommates, certain circumstances may not allow this to be the case; Residence Life is under no obligation or requirement to make notifications of updates or assignment changes about open spaces in rooms/apartments/townhouses/etc.

3. If a student is eligible for a housing assignment, they may live in that space, if space availability permits.

4. Students that reside in a housing assignment first do not have the ability to deny occupancy to other eligible students to open space in that assignment.

### **25. Room Consolidation**

1. Residence Life may conduct a room consolidation process throughout the semester. Students who are living in a double room, but do not have a roommate may be asked to consolidate with another student from the same residence hall in which they reside.

2. During the summer, once the housing sign-up process ends, remaining students without a roommate who are not paying for a private as granted through the private room request process may be consolidated.
- 26. Room Inspection or Search**
1. The College reserves the right to enter any room, at any time, including for maintenance, health, well-being concerns, reasonable suspicion, safety inspection, or other official business as conducted by an official representative of the College.
    1. Official representatives can include, but are not necessarily limited to: College staff and officials, Area Coordinators, Residence Hall Coordinators, Resident Assistants, and Campus Safety Officers.
  2. The College also reserves the right to enter and conduct a search of any room if a violation of College regulations, code, or policy is suspected. When appropriate, during room inspections or searches, the College reserves the right to confiscate items found to be in violation of established policies and regulations (e.g., alcohol or other drugs).
  3. Students who accept College housing agree to be bound by the inspection and search procedures of the College as they now exist, or may be amended in the future.
    - 1.
- 27. Roommate Mediation and Conflict**
1. Part of the residential education experience is the expectation that roommates will work through issues that arise, and learn to live together in a healthy, respective, and constructive manner. Setting boundaries and expectations for living together, and discussing some of the expectations as you begin to live together will make for a more fulfilling and smooth living experience. While one may think that it could be awkward or uncomfortable to address these kinds of things, or that you'll be able to deal with problems as they arise, this may not always be the case – it is good to set boundaries and expectations from the beginning.
  2. Student who are experiencing issues with their roommate or housemates should request to meet with their Resident Assistant or Residence Hall Coordinator in order to discuss the issues and/or set a time to hold a roommate mediation.
  3. In a roommate mediation, both roommates will sit down in a neutral meeting space with their residence hall staff, to both candidly and respectfully discuss the issues that have occurred, and collaborate to agree to mutually beneficial solutions to the issues at hand. At the end of the roommate mediation, both roommates will create and sign a roommate contract, which they agree to abide by while living together. Those who break the agreed upon contract or do not uphold its terms may be subject to fines, further action, or the Student Conduct process.
  4. Room changes are not automatically granted or considered when room issues or disagreements occur. In the event of an unsuccessful mediation, the Director of Residence Life will require that both roommates move to a new housing assignment.
- 28. Service or Support Animal on Campus**
1. Animals who are officially approved by the Office of Disability Services may reside in the residence hall with their owner, and the owner must follow all guidelines as set forth by the Office of Disability Services as part of their approval and signed agreement. Support animals must be officially approved, and notification must be submitted to the Office of Residence Life prior to the approved animal being permitted in the hall.
  2. Animals that are not officially approved or fully officially approved through the Office of Disability Services are not permitted in the halls in accordance with the Student Code of Conduct, and will be required to be removed from the hall. Students who violate this policy will be subject to the Student Conduct process.
- 29. Students with infectious diseases in the Residence Halls**
1. For certain infectious diseases, or in certain cases concerning mental/physical health, students could be directed to leave campus until they are cleared by a medical professional to be able to return to campus without risk of danger, harm, or infection to other students. Upon return, students may be required to provide documentation of clearance and if needed, inform appropriate staff members of plans for ongoing care as stated in treatment notes. In exceptional cases, the college may be able to provide quarantine space on campus but this is not guaranteed and would be considered on a case by case basis.
- 30. Tobacco & Tobacco Products/Smoking**
1. Georgetown College prohibits smoking in all indoor areas including residence hall rooms. This includes smoking, vaping, and/or the use any type of e-cigarette or liquid/vapor/solid substance-based device that simulates smoking or create smoke or vapor in any indoor area, including but not limited to residence halls, administrative buildings, or other buildings on College property,
  2. In accordance with Georgetown City ordinance, smoking is prohibited within 30 feet of any public building entrance, window, or ventilation system.
- 31. Withdrawal from Campus Housing**

1. Students who withdraw, or students who are dismissed from the College terminate their Housing Contract and must vacate the residence hall within 24 to 48 hours of their withdrawal/dismissal.
2. Upon checking out, each resident must turn in his/her room key to a member of the Residence Life Staff. The room being vacated must be inspected for damages and inventoried by a staff member before the resident can be considered officially checked out.
3. The Business Office will make an appropriate refund of the student's lock and damage deposit only after these conditions have been met.
4. Failure to check out properly will result in an improper checkout charge being added to the student's account.