Assumption University

Residential Life

Residential Life Policies and Procedures 2026-2027

RESIDENTIAL LIFE POLICIES AND PROCEDURES

The Office of Residential Life, located in Salisbury Hall, is responsible for administering the residence hall system which houses the residential student population in sixteen residence halls and townhouse complexes. The staff work together to ensure that on-campus living will be both enjoyable and educational. In addition, the Office provides a variety of administrative, referral, and programming functions. Examples include room assignments and changes, maintaining community living standards, liaison with campus maintenance and security offices, discipline and counseling referrals, and residence hall programming based on community service, cultural diversity, educational, social/recreational, and spiritual issues.

Our goal is to create a community-oriented environment that maximizes a student's potential for academic and co-curricular development. We look to our students to provide enthusiasm and commitment to help us achieve a positive learning atmosphere within our University community.

The residential areas of Assumption University offer a unique experience in community living that extends the learning process of the University beyond the classroom. Each of our residential areas varies in size, programs, and facilities. Students and staff work cooperatively to establish and maintain a living environment that fosters spiritual, educational, personal, and social growth for our residential population.

Students are invited to become active participants in the community building effort. At Assumption, we believe that with community comes responsibility. This responsibility includes respect for the dignity of the people and property of the University.

INFORMATION AND POLICIES

Residency Privileges - Living on-campus is regarded as a privilege, not a right. As a result, resident students are expected to adhere strictly to the procedures, regulations, and general rules of good conduct and citizenship. Resident students are required to be self-regulating, taking full responsibility for their conduct and the conduct of their guests. As residency is, in fact, a privilege, the Vice President of Student Affairs and Dean of Students or designee reserves the right to revoke such privilege for any behavior which it regards to be inappropriate, disruptive, or not in keeping with the values and traditions of Assumption University. In addition, the University, acting through the Vice President of Student Affairs and Dean of Students or designee, may suspend or expel a student from residence:

- Immediately, pending a formal or informal disciplinary hearing;
- Immediately, pending a psychological or substance-use assessment;
- Immediately, apart from or without benefit of a disciplinary hearing;
- At any time, under any conditions, for any reason, permanently or for any stated period of time.

Students who are suspended from residence may not be permitted to enter or be present within 100 feet of any residence hall or townhouse without written permission from the Assistant Dean of Residential Life and Community Standards or designee. The University views the revocation of housing privileges to be most regrettable and is aware of the many implications of loss of residency, particularly with regard to family finances, transportation, and distance from home. As a result, students are strongly urged to adhere closely to all University policies.

ENTRANCE PROCEDURES

All resident students at the University enter a landlord - lessee agreement with the University. Each student is required to fill out and sign a Housing Contract during room selection or over the summer months prior to move in. Guidelines and policies outlined in this document are used to ensure that both the University and resident students are aware of their responsibilities. Students are strongly encouraged to read this document carefully and ask questions if anything indicated is not understood.

Entrance Inventory – Prior to residents moving into housing, Resident Assistants, Resident Directors, and Facilities Operations staff inspects each room on campus to ensure that it is ready for occupancy. Resident Assistants complete Room Condition Reports for each room in the residence hall or townhouse, which states the status of each item in the room prior to occupancy. When students move into their assigned room in their residence hall or townhouse, they are encouraged to make note of any damages or concerns with their room and submit it in writing via email to their Resident Director.

When students become aware of any change in the condition of their room during their residence (i.e.: malfunction of a light, an item damaged by a visitor, etc.), they should report it immediately to their Head Resident Assistant/Resident Assistant. It is the student's responsibility to submit a work order for repair of items in their room.

RESPONSIBILITY FOR ROOM/APARTMENT

Each resident student may be held responsible for violations of University policy that occur in their room/apartment/townhouse, even if they are not present in the room/apartment/townhouse at the time of the violation and/or documentation. As a result, students are advised to keep doors and windows always locked and closely monitor individuals who are permitted to be in their rooms. It is each resident's responsibility to pick up a key when they move to campus and carry it with them throughout the academic year.

Many of the following policies and procedures are elaborations of general Student Handbook policy and are of primary concern to students who live in the campus residence halls. However, commuter and resident students alike are expected to abide by these policies and may face disciplinary sanctions for any infraction. Additional regulations, found in the Residence Hall and Townhouse Agreement, also have the force of University policy. Students sign off on the Agreement when they are completing their housing application.

Room/Apartment/Townhouse Furniture – Each residence hall room is outfitted with furniture for students to use while living in the residence halls. Students are responsible for all University issued furniture in their residence. All furniture must remain inside and intact in the residence hall, townhouse, or apartment. Any furniture removed from the residence room will be charged back to the student(s) living in the room at the end of the year.

Personal Furniture - Students are welcome to bring pieces of personal furniture into their room or townhouse. The following guidelines must be understood regarding the privilege of having furniture on campus:

- No piece of furniture is to be placed in a location that would impede the evacuation of a

residence hall room or townhouse.

- Furniture that is too tattered or considered a fire hazard by Residential Life Professional Staff or Campus Police must be removed.
- Personal furniture should be used to supplement, not replace the University furniture provided. If students' personal furniture does not fit in their room/apartment/townhouse safely, it must be removed.
- Students are not allowed to remove University furniture from the premises for any purpose.
- Any personal piece of furniture remaining in the residence hall room or townhouse immediately following the end of the year closing, graduation, or a student's withdrawal from University residence will be disposed of by Facilities Operations and charged accordingly.
- All furniture must remain inside the residence hall or townhouse. Any piece found outside will be immediately removed. The only exception is "patio-style" furniture, which may remain outside in accordance with safety considerations listed above.

Lounges and Lounge Furniture - Each residence hall has lounge areas designated for 24-hour utilization. These lounges are not for sleeping. Students who use lounges for activities other than those for which they are intended may be asked to vacate the lounges and/or face disciplinary action.

Furniture in the lounges and study rooms are used by all students. Alteration or removal of the furniture by students for personal use will result in disciplinary action and/or fines. Any furniture missing from lounges and study rooms will be charged to the students residing on that floor. Lounge and study room damages are not eligible for appeals.

Trash Removal - Each residence hall room has two University issued trash barrels. Residents are expected to empty their own trash barrels. In apartment/townhouse areas, students must empty their trash in the dumpsters located in their area. In all other residences, trash is to be brought to the designated trash room. Trash or waste baskets are to be kept in student's rooms/apartments and should never be left in lounges, bathrooms, hallways, stairwells, walkways, entryways, exits or roadways. Any trash barrels missing at the end of the semester or academic year will be charged to the student(s) of the room.

Due to health concerns, any residential room/suite/townhouse/apartment engaged in the practice of leaving trash in any area besides those designated may face disciplinary action and may be subject to a fee for each bag of trash or large item removed.

Damage - Malicious damage to University property or a student's personal property will result in disciplinary action through the Community Standards process. Continual responsibility for malicious damage may result in loss of privileges on campus and/or suspension from residence.

The University expects all students to give the highest degree of care to all facilities. Should damage occur, the student is expected to identify themself and assume responsibility for repair costs and/or any disciplinary action, if applicable. The cost of damages for which no responsible party can be found will be divided among the residents of a certain room, townhouse, pod, floor, or building as determined by the Office of Residential Life.

Common Area Damages - Common areas are defined as:

- Residence halls: hallways, bathrooms, lounge areas, stairwells, lobby areas.
- Townhouses and apartments: Living rooms, bathrooms, kitchens, areas immediately outside townhouses/apartments.

Students sharing a common area due to their room assignments are jointly responsible for this common area. In circumstances such as extensive or repeated damages or improper disposal of trash where no individuals are found to be responsible, the cost of repairs/cleaning will be evenly charged to all members in the building, area, floor, pod, or townhouse.

Students are encouraged to help maintain their living environment and discourage others from being involved in irresponsible or disrespectful behavior to University property.

Students who witness others involved in damaging University property are expected to report such incidents to their Head Resident Assistant/Resident Assistant, Resident Director, or Campus Police.

Damage Assessment Statement - All damage charges, which are determined to be assessable to the residents, will be summarized at the completion of each term. This summary of "proposed" charges will be e-mailed to students via their student e-mail address. Students will be given time to contest any personal damage prior to the proposed and/or adjusted amount being charged **(***Important Note: common areas damages may NOT be contested/appealed***).** Bills must be paid to Student Financial Services upon receipt of an actual damage bill.

Period to Contest Damages - A year-end inspection will be conducted once all students have vacated. The charges that result from this inspection will be sent to the student's University email address. Following an appeal period, Student Financial Services will generate the appropriate bill for students. **(Important Note: students who do not complete an express checkout are not eligible to appeal damage charges).**

Damage Billing - Upon withdrawal from University residence, the University will refund the $350.00 room damage that was assessed upon occupancy of University housing, unless it is needed to cover damage costs assessed to the student.

Reporting Maintenance Requests - Maintenance repairs in students' rooms (i.e.: malfunction of a light, broken window, etc.) should be reported to Facilities Operations (maint@assumption.edu, online here, or 508-767- 7391) to ensure quick repairs.

Repairs determined by the Office of Residential Life and/or Facilities Operations to be abnormal wear and tear will be considered an assessable charge to the student(s) who live within the room or townhouse. Billing for assessable damages will be done at the completion of the end of each academic semester and summarized on a student's Damage Assessment Statement. Certain serious damage may be assessed immediately and subject to immediate removal from the University.

Keys/Lock Change - Should students become locked out of their room, they can, after trying to find their roommate(s), call Campus Police at (508)-767-7225 to open the door. The University will assess a fee for lockouts.

In the event a student should lose a key, they must report it to the Office of Residential Life at either

reslife@assumption.edu or (508)-767- 7505). A work request for a lock change will be processed and a charge will be assessed. The locksmith will change the lock and leave a notice on the door informing the residents of that room to report to the Residential Life Office to pick up their new keys; each occupant must present their Student ID to be issued a key. A lock change fee will be assessed to the student that was responsible for losing their issued key at the conclusion of the semester.

Locking of Residence Halls - For the safety and security of students, the outside entrances of residence halls are locked at all times. Use of an alarmed door for non-emergency situations will be subject to disciplinary action. Students who are not residents of a building and wish to enter a residence hall should contact the residents they are visiting and are expected enter through the main doors of the respective residence hall.

Theft - Assumption University and the Office of Residential Life do NOT accept responsibility for loss, theft, or damage to personal property. *It is strongly recommended that each student obtain insurance coverage for all items of personal property.* Residents are advised against keeping large sums of money and other valuables in their rooms. The best protection against property loss from a student's room is a locked door.

Motor vehicles and bicycles must be registered with Campus Police and should be locked. Students should report any property loss immediately to their Head Resident Assistant/Resident Assistant and to Campus Police.

Storage of Personal Belongings – Residents are prohibited from storing any personal items in common areas of the residence halls (i.e., stairwells, hallways, lounges, etc.). All personal items must be stored in residence hall rooms, apartments, or townhouses. Any personal items found unattended in common areas will be collected and immediately disposed.

Windows - Windows may not be used as an entrance or egress from a building; similarly, windows may not be used to pass materials in and out of residences. Screens should always remain in place. Security screen tags must remain intact unless used during an emergency exit of the building. Any problems with screens should be reported at once to the Office of Residential Life or Facilities Operations so repairs may be made. Use of windows to elude University officials and/or convey alcohol and other contraband may result in more substantial disciplinary action. At no time may stereos be played from open windows; such an infringement may be met with disciplinary action.

ROOM USE AND OCCUPANCY

The primary purpose of on-campus housing is to provide a living environment that is conducive to learning. The use of an individual's residence hall room should never interfere with this purpose or the privacy and other rights of fellow students. Also, students may not make alterations, additions, or improvements to the inside or outside of said premises without the written permission of the Assistant Dean of Residential Life and Community Standards or designee. The student agrees to keep premises in a clean and sanitary condition and free from trash, flammable materials, other objectionable matter, and other items, which are prohibited by University policy.

Occupancy Limits - Students must adhere to the following occupancy limits as per Worcester fire code:

Doubles, Triples, and Suites: two times the occupancy plus two (ex. A double in Alumni Hall can have a maximum of 6 total occupants at any given time)

Apartments or Townhouses: five times the occupancy plus two (ex. A six person apartment in Authier can have a maximum of 32 total occupants at any given time)

Room Change Procedure -
Students are advised that each residential area has a different cost. Prior to making any room change, it is the student's responsibility to contact Student Financial Services to learn the difference in cost.

The Office of Residential Life recognizes that not all people are compatible and, at times after working on a conflict resolution, a room change may be the only solution. Students contemplating a room change should begin by discussing the situation with their roommate(s) and seeking the assistance of their Head Resident Assistant, Resident Assistant, or Resident Director. The specifics of the room change policy are as follows:

- Every resident student signs a contract to occupy a room in a specific building or townhouse. That student is financially responsible for their assigned space for the duration of the contract.
- A room change is an amendment to this contract. A change of room requires the written approval of the Resident Director. All room changes must be initiated with the Resident Director of the student's assigned living area.
- Housing Freeze: during the start of each semester, no student-initiated room changes are allowed.
- After the start of the semester, residents may change their rooms providing space is available. To initiate such a change these students must contact their Resident Director who will assist them in navigating the room change procedure.
- The University reserves the right to change room assignments at its discretion.
- Unauthorized room changes may result in disciplinary action.

Filling Vacancies - The following procedure should be followed in the event of a vacancy: (these procedures may be bypassed in the event of an emergency as deemed by the Office of Residential Life).

- The Office of Residential Life will periodically remind students that there are 1) available vacancies in their room and 2) the University reserves the right to fill those vacancies as needed.
- Students have the option to recommend another student for the vacant space in their room or apartment.
- The Office of Residential Life may offer the vacant space to the person next in line on the housing waiting list. This person has two working days to accept or decline the space.
- If the occupants of a room with a vacancy attempt in any way to block the filling of a vacant bed/room or dissuade a prospective roommate from moving in, they may be subject to disciplinary action. This action could include removal from campus residence. In addition, any room vacancy not filled due to actions and/or behaviors on the part of the current resident(s) may result in the cost of the vacant bed being pro-rated and charged to the current residents of the room.
- The Office of Residential Life will make the best effort to give students at least 24 hours' notice of the arrival of a new roommate or suitemate. On some occasions, limited notice will be given due

to extenuating circumstances.

BREAK HOUSING

During periods in which the University is closed, the Residential Areas are also closed. It is expected that students will leave campus at the time designated by the Residential Life Office and not return until the Residential Areas are officially re-opened. Any student found in violation of these guidelines will be subject to disciplinary action.

Students who believe they have a valid reason to remain in campus housing during an interim period must apply for Break Housing through My Hound Housing. Information about Break Housing will be provided to residents ahead of each scheduled break. Examples of factors considered include academic requirements, distance from campus, and varsity athletics (though this list is not exhaustive). Break Housing is not included in the Housing Contract. The University reserves the right to deny Break Housing to any student for any reason. In some cases, students will not be allowed to remain in their regular room assignments. Students may be charged for each night they utilize Break Housing.

During vacation periods, the University is officially closed. Under special circumstances, housing is made available to certain students during the summer months and some breaks. Such housing is considered to be a special privilege and in no manner guaranteed by the housing contract. The student requesting permission must follow the application procedure, which will be made available to all residents in the weeks leading up to summer or break. Students will be required to relocate to the residence hall designated for summer housing with kitchen facilities.

Summer and Break Housing is a special privilege. Any violations of policy, however minor, may result in immediate suspension from residence. Students are not permitted to host guests during vacations (Thanksgiving, Winter Break, Spring Break, Easter Break, etc.), without written permission from the Office of Residential Life. Guest privileges during Summer Session will be granted on an individual basis at the discretion of Campus Police and the Office of Residential Life.

Important Note: The offices of Student Health Services and Counseling Services are closed during these periods; students needing medical attention should consult with local hospitals, urgent care facilities or health care providers at their own expense. Additionally, dining facilities are closed during break periods.

HOUSING ACCOMMODATIONS

Housing Accommodation Requests - Students requiring accommodations for housing should contact the Office of Residential Life (reslife@assumption.edu or (508) 767-7505) to request information regarding the application process and deadlines. This process occurs annually and students requiring accommodations must re-apply each year. Please refer to the Student Accessibility Services website for additional information regarding accommodation requests.

HEALTH, FIRE, AND SAFETY POLICIES

Health, Fire, and Safety Inspection/Right of Entry - The Residential Life staff will conduct periodic Health, Fire, and Safety Inspections of all students' rooms. The professional and paraprofessional staff members of Residential Life have the right to enter the premises at a reasonable hour in the day or evening to conduct inspection and identify/follow-up on violations, repairs, etc. as deemed

necessary. Notification of inspection time and date need not be posted. Students can expect to be notified of any violation(s) via email.

The University reserves the right to inspect any room when the University deems such necessary. In addition, the professional staff members of Residential Life and other University officials have the right to enter the premises at any time for any reasonable cause. The primary purpose of entering is to take those precautions which University officials find necessary to protect the health, safety, and general welfare of the occupants and/or of other persons therein and to enforce University policy.

Members of the Facilities Operations staff routinely enter rooms in the performance of their duties. Such entry is not considered an inspection, however, blatant violations, especially those that could affect student safety, will be reported to the Office of Residential Life.

Fire and Safety Regulations - Use of fire alarms or firefighting equipment for any purpose, except that for which intended, is prohibited according to State law. Impairment of this system could cause loss of life and a great deal of damage to personal belongings and to University property.Students who participate in such activity will be subject to disciplinary action. For the safety of all residents, evacuation drills are held at least once per semester. It is important for residents to familiarize themselves with the procedures to avoid panic in case of emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action.

Fire Emergency/Fire Drill Procedures - In case of an alarm, students should touch their doors to feel if it is hot, and look under their doors for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit. Students should not use elevators during a fire alarm. Residents should assemble outside in the designated area evacuation site, located at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so.

To the extent that personal safety permits, Residential Life staff assists students with evacuation; however, it is the sole responsibility of the student to evacuate whenever an alarm sounds. Students should NOT wait for a Residential Life staff member to tell them to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary action.

False Alarms - A false alarm is extremely dangerous. Repeated false alarms could cause students to treat an actual fire lightly. Anyone found to have intentionally set off a false alarm will be evicted from Assumption housing and may also be subject to suspension or expulsion from the University and prosecution to the fullest extent of the law.

Fire Safety Equipment – Students are prohibited from tampering with, damaging, or removing fire safety equipment. Examples of this include:

- Disabling, removing, or tampering with exit signs or emergency lighting.
- Disabling, misuse, removing or tampering with fire alarm systems and/or other building safety equipment.
- Tampering or discharge of fire extinguishers.
- Tampering with, covering, or damaging smoke detectors, sprinklers, or standpipes.
- Causing or contributing to a fire or flood.

For students' safety and the safety of others in the community, <u>the following are PROHIBITED from all residence halls.</u> Please note, this is not an exhaustive list. Additional items may be identified and addressed, as necessary. Prohibited items found by Residential Life and/or Campus Police may be confiscated and not returned.

- Smoking is not permitted inside of or within 100 feet of any building on campus.
- Candles (decorative or otherwise), devices that are designed to indirectly melt wax, potpourri burners, and incense (whether burning or not) are prohibited.
- Combustible/Flammable items including, but not limited to:
    - Kerosene lamps, tiki torches, and similar items, even as a decoration
    - Combustible trash receptacles.
    - Paint cans without lids.
    - Butane and/or items that contain or utilize butane (i.e., torch lighters)
- Fireworks (i.e., firecrackers, caps, roman candles, sparklers, etc.).
    - Propane tank of any style or size.
    - Liquid/gas fueled camp stoves.
- Hookahs.
- Items suspended from ceilings, sprinkler heads and or pipes (flags, nets, tapestries, lights, etc.).
- Any object that blocks the exit from a room or apartment.
- Temporary partitions or dividers.
- Furniture that is stacked, such as desks.
- Cinder blocks.
- Unauthorized locks on any door.
- Obstruction of sprinkler heads or fire and safety equipment.
- Dismounting or removing a fire extinguisher. Extinguishers must remain fully charged and mounted in designated areas. Apartments and townhouses must have a fire extinguisher in view.
- Unauthorized electrical appliances such as hot plates, hot pots, rice cookers, coffee makers (unless equipped with an automatic shut-off switch), "George Foreman" type grills, air fryers, space heaters, toaster ovens, sun lamps, fog machines, smoke machines, oversized refrigerators (over 3.5 cubic feet), oversized microwaves (over 500 watts), and halogen lamps are prohibited in traditional and suite style residence halls. We also recommend that irons be equipped with an automatic shut off switch for safety reasons.
- Appliance cords with broken insulation or broken plug ends. Electrical octopi (multiple extension cords). Power strips must be used when connecting more than two items to a single wall outlet (which contains room for two plugs).
- Outside antennas or aerials.
- Rooms kept in unsanitary condition, uncovered food containers, excessive beverage containers, exposed food, or disposal of trash other than in an appropriate trash receptacle.
- Removal of screens, windows, and/or security screen tabs.
- Neon lighted, city and/or street signs

ADDITIONAL INFORMATION AND POLICIES

Air Conditioners – Air conditioners (including portable air conditioners) are not allowed without approval of the Housing Accommodations Committee. Students approved for air-conditioned rooms by the Housing Accommodations Committee will be placed in halls with central air conditioning or in a room with a University issued window unit.

Bicycles - Students should not leave bikes in hallways or stairways. It is against the law to obstruct fire exits in any way. Bike storage is permitted within the student's room if it does not restrict the exit or disturb roommates.

*Students who reside in the Living Learning Center, Plough, or Cesareo Hall, may request access to a bike storage room through their Resident Director.

Dart Boards - Due to the damage that can occur to people and property, dartboards are prohibited.

Hall Sports - Due to the damage that can occur to people and property, hall sports are prohibited.

Painting and Furnishings - Residents are prohibited from painting, altering, or adding to the permanent furnishings of their residence. This includes graffiti, wall murals and other forms of defacement. It is strongly recommended that students do not hang LED light strips in their residence hall room due to the damage that the adhesive can cause to the walls or furniture. Violations will result in billing occupants of the room.

Costs incurred by the University to repair such damage will be added to a resident's damage bill. Additional disciplinary action may result.

Pets - For health and maintenance reasons, pets are not permitted in the residence halls or apartments. The only exception to this rule are fish in 10 gallon fish tanks. Assistance animals may be approved through the Housing Accommodations process.

Pools/Slip and Slides/Inflatables – Students are not permitted to set up recreational pools, slip and slides, inflatables, or other outdoor equipment in any residential area.

Outdoor Flags/Banners – Students are not permitted to hang flags, banners etc. outside of windows or on the exterior of buildings.

Bed Risers: Bed risers purchased from a retail store may be used for beds that are not bunked; however, great care must be taken, and this is done at the risk of the students.

Students are expected to follow the University's Code of Conduct. Alleged violations of the Code of Conduct will be referred to the Office of Community Standards. Details on the Community Standards adjudication procedures can be found in the Student Handbook.

Policy for Outdoor Cooking Grills

The following regulations pertain to the individual use of outdoor cooking grills on campus:

- Only grills that are run with propane tanks are allowed on campus.
- No grills that utilize lighter fluid and/or charcoal may be used at any time.
- Grills in the areas of Alumni, Desautels, Cesareo, Hanrahan, Living Learning Center, Nault, Plough, Salisbury, Wachusett, West, Worcester, and Young Halls must be located at least twenty- five (25) feet from the building and/or wooded areas. Grills are to be placed on hard (paved) surfaces.
- Grills around Aubuchon, Bissonnette, Dion, and Moquin Halls are to be used only on the hard (concrete) surfaces to the front or rear of these apartments.
- Grills around Authier, Dufault and Moquin Halls are to be operated only on the paved

surfaces in front of the ground level apartments. *At no time should a grill be used in the stairwells (towers, balcony, or decks) of these apartments*.

- Propane tanks of any size may NOT be stored inside any room/apartment/ townhouse or in any stairwell.
- Propane tanks are to be removed from campus at the end of the academic year. Students of that particular apartment or area of campus (depending on the circumstances) can expect to be charged for any tank(s) remaining.

RESIDENTIAL LIFE POLICY VIOLATIONS

Purpose: Our goal is to create a community-oriented environment that maximizes a student's potential for academic and co-curricular development. Students are expected to follow all University policies. Violations of Residential Life policies will be adjudicated through the Office of Residential Life. Students are encouraged to participate in the process; however, participation is voluntary, and students may choose not to engage. A student's decision not to actively participate will not delay, suspend, or prevent the Office of Residential Life from proceeding with the adjudication process.

Once a report alleging a potential violation of policy is received, the Office of Residential Life will review the report to validate the alleged violation. Students will then be notified of the violation and potential next steps, outlined below. Students are expected to rectify any violations of policy within 48 hours of their notification.

First Time Violations

- Students will receive a letter from the Office of Residential Life detailing the policies violated and next steps. If an item is confiscated, students will receive details on how to retrieve the item(s) if applicable.

Second Time Violations

- Students will receive a letter from the Office of Residential Life detailing the policies violated and next steps. If an item is confiscated, students will receive details on how to retrieve the item(s) if applicable.
- Students are then expected to meet with a member of the Residential Life staff to discuss the impact of the violation and strategies to move forward.

Third Time Violations

- If a student is found responsible for violating a Residential Life policy for the third time in an academic year, the student will be referred to the Office of Community Standards. The process will then follow the University's Code of Conduct, as detailed in the Student Handbook.
- Students will receive notification from the Office of Community Standards regarding next steps.

Students may be alleged potential violations of both Residential Life Policies and the University Code of Conduct. Students may email communitystandards@assumption.edu for questions regarding third-time violations of policy.

EXIT PROCEDURES

Procedure for Students Withdrawing from University Housing, Study Abroad or Internship Participants

- Students should contact the Office of Residential Life and inform them of their decision to withdraw from housing via email (reslife@assumption.edu)
- Students should contact their Resident Assistant and complete an exit inspection.
- *Students must sign their exit inventory, or they will forfeit the right to contest (appeal) their damage assessment statement.* Students should return their room key to the Office of Residential Life prior to leaving. Failure to do so will result in a charge for a lock change. Keys cannot be accepted via mail.
- Students studying abroad during the SPRING semester who wish to participate in Housing Selection will receive information on how to participate while they are away from campus.
- Students studying abroad during the FALL semester who wish to secure on-campus housing for the spring semester should contact Residential Life by November 1 of the semester abroad and provide the office with their housing preferences. Students may choose to consult with friends who may have openings on campus and settle on a preferred housing situation for the spring semester. Students should then send an e-mail to the Office of Residential Life (reslife@assumption.edu) requesting that particular space or listing their preferences. Placement into a students' preferred space is subject to availability. All correspondence with students will be through their Assumption email account, unless students request otherwise.
- Students should contact Student Accounts for appropriate refunds to their accounts.
- Students who withdraw from University housing and are not study abroad and/or internship participants are NOT eligible for participation in Housing Selection for the next academic year. (The only exceptions are made on a case-by-case basis for students who are approved for a Withdrawal with Intent to Return (WWIR) or commuter students).
- University housing is intended to accommodate eligible students for the four years (8 semesters) required to complete an undergraduate degree. There are a small number of spaces available for Graduate Student Housing on campus.

Final Examination Period - It is essential that the highest degree of consideration be afforded to students who are completing their final examinations. Violations of Quiet Hours or Consideration Hours during study and exam periods may result in disciplinary action or immediate loss of residency for the duration of the final examination period. A student is expected to leave the campus within twenty-four hours of their last final examination.

Should a student require an extension (to complete other course work or arrange for transportation), they must request permission from the building's Resident Director. No extension can be granted beyond the day of the last final exam.

Exit Procedures

When moving out of a residence hall room, apartment or townhouse, residents must contact their Head Resident Assistant/Resident Assistant to make a check-out appointment. Failure to meet

with a Residence Life staff member for the check-out appointment constitutes forfeiture of all rights to contest (appeal) damage assessments.

- The Head Resident Assistant/Resident Assistant will NOT conduct a check-out inventory until all belongings are removed from the room (i.e.: rugs off floor, posters off walls, etc.).
- Residents will be charged a fee by Facilities Operations per resident for any extra clean up or trash disposal and/or removal of personal belongings required after they have vacated the room.
- The check-out should include a review of all items on the Room Condition Report reviewed upon occupancy and a record of any changes on that report.
- The check-out should also include the return of all keys to Residential Life (if a room change is being made, the appropriate change of keys is done at the Office of Residential Life, NOT from the person leaving to the person moving in).
- Residents have the option to do an Express Check-Out when vacating their housing assignment. By doing so, the student agrees to remove all personal belongings including trash from the room. Students also agree to leave the room/suite/apartment in clean and good condition. Charges for repairs, cleaning, and personal items removal (including trash) will be assessed to the student's account. Express Check-Out forms can be obtained by contacting the Office of Residential Life. Key drop-boxes exist in each residential area for students to deposit their Express Check-Out envelope and key. Students who complete an Express Check-out lose the opportunity to appeal any housing damage fees.
- All charges assigned to a resident reflect the judgment of Residential Life and/or Facilities Operations and are subject to final evaluation by the Assistant Dean of Residential Life and Community Standards or their designee