

Housing and Residential Life Campus Living Guide

Reckless driving (6 points)	\$400
Underage possession of alcohol	\$ 125-\$225
Speeding (over 10 MPH is 4 points)	\$ 100-\$150
Speeding (25 MPH and over) up to	\$300

All traffic offenses are tried at the Spartanburg County Court House. Fines are set by the Spartanburg County Court System and subject to change without notice.

Schedule of Parking Fines:

Delinquent violations not paid after thirty days from the date of issue will result in the fine being increased as prescribed below:

\$ 25 fine increased to:	\$ 35
\$ 50 fine increased to:	\$ 60
\$ 100 fine increased to:	\$ 110

Parking violations more than 45 days past due will be forwarded to a collection agency for action.

Mission Statement

The Office of Housing and Residential Life (HRL) provides a comfortable, safe, well-maintained and equipped housing facility that fosters an atmosphere conducive to each residents' personal growth and academic success. A student's education is enhanced by providing leadership opportunities, social activities and quality educational and cultural programs while encouraging responsible citizenship.

Goals of HRL

- To offer students a memorable collegiate experience while providing them with an environment conducive to study, growth and positive interactions
- Provide opportunities for student involvement in campus activities, leadership positions and decision-making
- Maintain an environment supportive of a diverse population
- Challenge residents to be responsible community citizens and positive role models
- Maintain quality facilities by providing comprehensive maintenance to apartments and resident hall rooms
- To maintain a student-oriented, unbiased and user-friendly staff

- Promote an academic atmosphere supportive of the educational endeavors of students

Rights of Residents

In order to maintain an environment that supports the well-being of every resident, each is responsible for adhering to certain standards of good citizenship. Living on campus can provide a wonderful opportunity to learn a great deal about yourself and others, as well as learning to respect the rights and privileges of others. To enjoy living on campus, you must respect other residents' rights and uphold your own responsibilities as a resident. To facilitate your transition to on-campus housing, a number of important guidelines and policies have been established that you are expected to follow. We trust that you will find this information useful as you prepare for a positive campus community living experience.

Primary Rights

- To read and study without interference, unreasonable noise, or other distractions
- To sleep
- To expect respect for personal belongings and property
- To live in a clean environment
- To have uninterrupted access to your room and apartment facilities
- To have grievances/complaints addressed fairly and expeditiously

Subordinate Rights

- To have personal privacy within your apartment
- To host guests provided that you escort your guest at all times and understand that you are responsible for their actions. Guests must abide by all USC Upstate and HRL rules and regulations host(s) must follow the Visitation Policy outlined in this handbook.

Housing and Residential Life Staff

Director of Housing and Residential Life is responsible for the overall planning, organization, implementation, and supervision of all campus housing services and personnel, including orientation housing and summer conferences.

Assistant Directors for Housing and Residential Life

are full-time live-on personnel who focus on building a positive community within the residence halls by overseeing the day to day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success.

This includes supervising front desk/game room staff, Resident Advisors, and advising the Residential Hall Association and Residence Hall Honor Council.

Business Manager is responsible for monitoring the budget for the office, Visa accounts, debits and credits to students' accounts, payment of housing fees, and other financial reports.

Office Manager is responsible for managing the daily administrative tasks for the office.

Housing Operations Coordinator is responsible for the housing applications, assigning rooms, and coordinating the re-application process for returning students.

Custodial and Maintenance Supervisor is responsible for facilities management, including the coordination and supervision of both the maintenance and housekeeping staff. Maintenance technicians as well as custodians report to the Custodial and Maintenance Supervisor.

Resident Advisors (RA) work to establish a safe and accepting environment for his or her residential community by offering support, information, and opportunities for education and entertainment throughout the year.

Note: Moving off campus before the 2017-2018 contract expires for any reasons other than the three mentioned will result in a cancellation fee equal to 40% of your room rate. Please note, any request to be let out of your contract requires approval of the Contract Release Committee.

Desk/Student Assistants are part-time student workers that help monitor the daily activities and operations of the desk services in the Tree Houses and Sparty's game room.

Student Assistants are part-time student workers who work with maintenance, custodial, and the HRL Office.

Contract Period and Housing Agreements

All freshman under the age of 20 are required to live in campus housing for their first year. Questions regarding the policy should be directed to the Housing and Residential Life Office.

All applications and contracts must be accompanied

by a \$100 Advanced Room Payment (ARP) and a non-refundable \$45 application fee. The University's acceptance of the ARP does not constitute a guarantee of admission to the University, nor does it constitute an approval of an applicant's application. A student must be admitted to the University before he or she receives a housing assignment. If the University approves the application, then the University will apply the ARP to the applicant's bill.

Upon move-in you will be required to sign for a Campus Living Guide. Any student who enters into a housing contract with the University must accept the responsibilities binding them to the terms of the contract for a full academic year. Residents will fully understand the rules/regulations, rights/responsibilities and other housing policies/procedures and have agreed to them by their signatures.

The 2017-2018 Housing Contract is valid for the entire academic year (both fall and spring semesters). **Breaking your housing contract will result in a cancellation fee equal to 40% of the remaining value of your room rate.**

Cancellations and Forfeitures

If a student wishes to cancel housing **prior** to the contract start date, the student must put the request in writing and submit the request to Housing & Residential Life. E-mail notification can be sent to hrl@uscupstate.edu. A written notification can also be sent to Housing and Residential Life, USC Upstate, 800 University Way, Spartanburg, SC 29303. The date of receipt will determine the student's financial obligation. Cancellations are only accepted in writing. Cancellations will not be accepted via telephone. Other campus offices will not cancel your contract on your behalf.

Once the contract begins, if a student loses the right to live in University housing because of disciplinary action, failure to comply or breach of contract, no refund of housing, charges will be made for the current semester.

Housing contracts are for the full academic year. As such, students are expected to reside in campus housing the full year.

Housing contracts may be broken or semester charges pro-rated/cancelled with the following conditions.

- Documented medical emergency (with no prior condition) that requires university withdrawal
- December graduation (Documentation required)
- Documented mandatory withdrawal from an academic program

Issues with a roommate is not considered an acceptable reason to break the housing contract.

Students who wish to break their contract for any reason other than those documented above must make a request through the Contract Release Committee. The Contract Release Committee is comprised of the Director of HRL, Housing Operations Coordinator, one Residential Life staff member, and at least one non-Housing and Residential Life staff person.

Any student who is transferring to another institution, even within the USC system or is not returning to Upstate for the spring semester, must follow the process for contract release. Failure to follow this process does not prevent cancellation charges being applied to your account as stated in the terms and conditions of your housing application. Your academic advisor, coach or other university staff cannot make this request for you. Always check with the Housing and Residential Life office to make sure you are following the correct housing procedures.

The committee reviews all requests regarding the cancelling of the housing contract as well as requests to have cancellation fees reduced. Any student who is currently living in campus housing that will continue to remain enrolled at Upstate, but wishes to move off campus must apply to be released from their contract through this committee.

Until the committee makes a decision regarding a student's contract, the student should not make any off-campus housing arrangements. Students who are approved to cancel their contract may be charged up to 40% of the remaining room balance.

Once a decision is made by the Contract Release Committee, a student has 30 days to appeal the decision.

Residents who have been granted a cancellation of their contract must have all of their personal belongings removed and be properly checked out of his/her fall assignment 24 hours after the last day of fall semester exams. Residents who fail to remove their personal belongings from their room/apartment will be billed a minimum \$25 removal charge. Personal property will then be treated as abandoned property and therefore disposed of at that time.

Note: Contract Release requests will be determined on a case-by-case basis in regards to the policies and procedures in this contract. It is HRL policy to withhold any monies to be refunded if a student has an outstanding balance on their account.

Abandoned Properties - 30 Day for Appeal

Residents who fail to remove their personal belongings from their room will be charged \$25/bagged items removed as well as \$25/large item removed. Items will be held for 30 days after which they will be donated or disposed.

Student Withdrawal - Refunds

Students who withdraw from the university during either the fall or spring semesters, refunds of their housing charges will follow the refund schedule as outlined by the Bursar's office. This schedule can be found at <http://registrar.sc.edu/html/bannerApps/POTDates.aspx>.

In order to remain in good standing with housing, a student must be enrolled in a minimum of 12 credit hours per semester. Those who fall below these requirements must submit a letter to the Director of HRL to explain their reasons for needing to fall below full-time status and schedule a follow-up meeting. If a student falls below six hours within a semester and does not notify HRL he or she must move out of housing and their charges will be prorated.

General Information

Housing Assignments

Room assignments are made without regard to race, color, creed, religion, sexual orientation or disability. HRL uses the housing application information to pair students up with similar interests and hobbies.

Special considerations will be given to those who have special health needs. Student seeking accommodations related to a disability must contact the office of Disability Services. The Housing and Residential Life office makes assignments based off the recommendations of the Office of Disability Services assuming space permits the recommendation. Housing and Residential Life does not accept medical documentation or other verification of a disability. All documentation must go through the office of Disability Services.

Apartment/Room Changes

Residents shall not switch or move apartments/rooms without the written permission from HRL. Switching or moving to another suite/apartment/room without written permission will result in a \$50 fine.

When changing an original assignment each individual must:

1. Contact the Assistant Director in your residential area about reasons for wanting to change.
2. Complete the Room Change Form from HRL.
3. After the change has been approved you will sign out the new key to your new assignment and then begin moving your belongings from the old assignment to the new assignment.
4. You will need to contact your old RA once all items are removed and your area is cleaned to complete

and sign your Apartment Condition Report/ Room Condition Report (ACR/RGR).

5. Then you will have to turn in your room key from your old assignment directly to the HRL Office. At that time you will be issued a new key for your new assignment or your card will be re-programmed in HRL. You will need to schedule a time for your new RA to inventory you into your new apartment and sign the ACR/RGR.

6. You have 48 hours to have the entire move completed or the approved change will be forfeited.

7. Moves will not be considered until after the first two weeks of the semester. This allows the vacant spots to be located. HRL will notify residents when the freeze is lifted.

Residents are required to complete a roommate contract with everyone living in their suite. Roommate contracts are complete during the first two weeks of each semester during a roommate contract workshop. If no contract is on file, your Assistant Director may require you to complete a roommate contract prior to considering a room change.

Unauthorized Occupancy

Vacant space will be utilized by new residents and residents who change apartments/rooms. In most cases, unless emergency, you will receive notification from HRL regarding any newly assigned person(s) to your apartment/room. It is under the authority of HRL to make room assignments.

Vacant space must remain unoccupied at all times. If by chance your roommate moves out, the bedroom does not become exclusively yours. This includes, but is not limited to keeping clothing and other personal belongings in the room, beds being placed together, and using the extra closet space.

Individuals who fail to keep the unoccupied space in the room open, clean, and ready for a new resident will be billed \$50. If the problem is not rectified, the responsible resident may face room change and/or single room rate charges as well as disciplinary action.

Consolidation

In order to maximize housing space, HRL reserves the right to move residents from one unit to another at any time deemed necessary by the Director. Although HRL will make every possible effort to contact all affected by a move, the office reserves the right to fill any vacancy as deemed necessary without prior knowledge of the residents.

Single Rooms

A limited number of single rooms will be available in the Villas, Palmetto House and Magnolia House. Single rooms are assigned to residents based on

the payment date of their Advance Room Payment (ARP). You may contact HRL for further details regarding this list. Single rooms are assigned based on the number of semesters in housing, date of submission of housing application, and full payment of the Advanced Room Payment (\$145).

Academically Ineligible Students

At the end of the fall semester, students who are academically ineligible to return for the spring semester must vacate their space. Any student reinstated will continue under their current housing contract. If their space has already been reassigned, a new assignment will be made if available.

At the end of the spring semester, academically ineligible students who have already been assigned a space for the upcoming fall semester will be withdrawn from housing.

After meeting requirements or being reinstated into USC Upstate, the student must reapply for housing and be placed at the end of any existing waiting list. Anyone found living on campus who is not currently enrolled at USC Upstate will be in breach of the housing contract and will be given 24 hours to vacate. They will be charged for the days the unit was occupied and fined \$50.

Holiday Breaks and Closing

Residents are permitted to remain in campus housing during fall break, Thanksgiving break, Winter break, and spring break. Residents are required to register with the Housing and Residential Life office.

At the conclusion of each semester (fall, spring and summer), residents who are not remaining in campus housing must vacate 24 hours after their last final. Graduating seniors must vacate by 5:00 p.m. the day after graduation. The residence halls and apartments officially close during the fall and spring semesters at 5:00 p.m. the day of graduation. Any students remaining in housing must be approved as a "late leaver" and will be charged a late leaver fee of \$75 in addition to a per day rate equivalent to their day room charge.

Students who are registered for winter break housing, summer housing or must leave late because of a school sponsored activity will not be charged a fee.

Keys/Cards

Keys are given to you at the time of check-in. You are responsible for keeping these keys with you at all times. All keys are property of USC Upstate, and are not to be duplicated outside of the university system. This is a violation of USC Upstate policy and a breach of security.

Duplicate keys will not be accepted at check-out. In addition, your student ID must contain a resident sticker at all times. You will be given a new sticker at the beginning of each semester.

Students who are locked out of their rooms/apartments should go to the HRL office during business hours. After business hours, students should contact the RA on duty. Students must verify their identity with a photo ID or by other means before they will be given access to their room. Students are allowed three lockouts before being charged \$25/lockout for every lockout after the 3 free lockouts.

Lost keys will result in a \$75 lock change (the lock is changed for security purposes).

A lost key card results in a \$25 replacement charge from HRL.

Keys/cards are not to be loaned to other students, especially to those individuals who are not residents.

Palmetto/Magnolia House residents are reminded that this includes, but is not limited to, letting someone use their I.D. card to gain access to a building, floor, and suite. Those who loan their keys or cards will face disciplinary action.

All residents are reminded not to bend, make holes in or mutilate their ID cards in any way. If their card ceases to work due to such damage the student will be expected to pay a \$25 replacement card fee at the Public Safety and Parking Department.

HRL will work with Disability Services to provide reasonable accommodations to students who require specific housing accommodations. HRL meets requests through recommendations provided by Disability Services.

Visitation Hours and Overnight Guests

I. Policy

Visitation is defined as those times during which residents may have guests in their rooms, suites, or apartments, or in the public areas of residential floors. Specific visitation plans outline the maximum hours during which guests may visit. Within these plans, the shared concerns and wishes of roommates are of paramount importance and determine what visitation privileges are acceptable or unacceptable within a specific room. Visitation is a privilege that is subordinate to a resident's right of privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of

the roommate or of other residents. Visitation is a privilege.

USC Upstate's residence halls and apartments differentiate in their visitation hour plans. Each of the plans outlined below show when visitation is allowed in the residence halls and apartments under that plan.

A. Plan A (optional in spring & fall semester)

Visitation is restricted 24 hours/day, seven days/week. Residents request this option.

B. Plan B (mandatory each fall and spring)

Tree Houses:

- Magnolia House
- Palmetto House

1. Visitation is from 9 a.m. – 12 midnight each days on Mondays-Thursdays. Overnight visitation of the same gender is on the weekends from 9 a.m. Fridays - 12 midnight Sundays.

2. At the conclusion of the fall semester, each floor may vote to adjust the visitation plan if the majority of students favor such a change.

C. Plan C (option during spring semester)

Visitation will be from 9 am – 12 midnight each day on Monday-Thursdays; and overnight visitation on the weekends is from 9 am on Fridays until 12 midnight on Sundays. Guests who are not registered to stay overnight must leave by 2 a.m. on Friday and Saturday nights.

D. Plan D (fall & spring)

The Villas visitation in the apartments is 24 hours/7 days a week providing that all roommates have expressed permission.

II. Procedures for Visitors and Overnight Guests

A. Signing In Guests

A guest is defined as any person who is visiting another person that does not live in their place of assignment or residence (includes off campus students as well as on campus residents visiting another building). All guests must be signed in by the resident s/he is visiting at the front desk of the building s/he is visiting.

1. Staff members are available to assist residents in signing in their guests.

2. Tree Houses: Within the approved visitation hours, guests must be signed in at the entrance of each residence hall desk.

- Each guest and host must present a picture ID to the staff member working at the main entrance.
- All guest must have a photo ID.
- The staff member at the desk will enter the name of the guest in the sign-in log and will retain the ID.
- The guest ID will be returned when the host and guest sign out at the desk.

- A resident may register no more than two guests at a time.
- Hosts must escort guests at all times
- Each suite will be allowed to have a maximum of four guests at one time.

3. The Villas: All guests must have expressed permission (by all roommates) to be present in a residents apartment. No official paperwork is expected to be completed for day guests; overnight guests should complete overnight guest forms in Housing office (see B).

B. Overnight Visitation

Prior to the guest's arrival. The host must notify and get signed approval from his or her roommates to have a guest stay in the suite/apartment overnight prior to the guest's arrival.

- Failure to gain ALL roommates' signed approval prior to registering a guest will result in the guest being asked to leave and referral of the host for disciplinary action. In addition, a resident's visitation privileges may be suspended.
- Guest may not exceed 48 hours consecutively staying overnight on campus. Also, guest may not stay more than two nights by changing hosts.
- Non-Resident Guests are prohibited from overnight visitation during the first and last two weeks of each semester in the Tree Houses. Guest may stay no longer than 2 consecutive nights. Also, guests may not stay more than 2 nights by changing hosts.

C. Restrictions

1. The hosting resident will be responsible for the conduct of his/her guest(s) at all times and must be present with the guest(s) at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations.

2. Each suite/apartment should determine acceptable or unacceptable visitation privileges in their roommate agreement at the beginning of each semester.

3. Cohabitation is strictly prohibited within all three residential areas. This includes, but is not limited to a guest keeping clothing and other personal belongings in the room. Residents found in violation of cohabitation may be subject to removal from on campus housing.

4. Guests under the age of 16 are not permitted in the residential community without written permission of the Assistant Director for that particular area or without a parent/guardian present. **No one under the age of 16 is allowed to stay overnight in the residence hall.** Request must be received in writing 72 hours prior to the desired visitation dates. No baby sitting is allowed in the residence halls. Residents who are parents and have their children visiting the residence hall will need prior approval

from their roommate and a Assistant Director of their community.

a. Guests who are of the ages of 16-18 must:

Have a parent or guardian to accompany them in the residence hall environment. This individual will provide their identification to represent themselves and this individual.

The guest limit of 2 guests per person with a total of guests per suite is still in effect:

Complete the "Underage Guest Form" which is found at the Housing and Residential Life office as well as each front desk.

5. Additional regulations may be implemented and residents will be advised of additions or changes.

6. Visitation privileges in no way alter other residence hall regulations, including quiet hours.

7. This policy is not intended for the safety and security of any residents, but is designed to address the privacy of roommates.

8. If the guest is above the age of 16 and does NOT have a valid form of ID, they are not allowed in the residential area.

Parking

All residents must register their vehicle with University Police and obtain a parking decal to be placed on their vehicle. Students are prohibited from having two kinds of parking decals at one time (i.e. commuter and residential decals). Vehicles not properly registered will be subject to booting at the expense of owner. Under no circumstances may a resident park or drive on the grass, park at building entrances or block traffic. Improper parking will result in a fine and possible towing of the vehicle. Automobiles, motorcycles, boats, trailers, etc. may not be stored on university property. Motorcycles must be registered with University Police and are subject to the same parking restrictions as any other vehicle.

Parking Gates

Parking gates are for the protection of all residents. Anyone tampering with or allowing a non-resident to bypass this security measures is putting everyone at risk. Anyone found doing so could face removal from housing and further disciplinary sanctions.

Temporary Parking Permits:

Temporary parking passes can be obtained through University Police. Enforcement of parking policies and permits are the responsibility of Public Safety. Students who are driving a vehicle that is different than the one they registered must have a temporary parking pass in order to avoid tickets.

Guest passes, good for overnight, can be arranged through the Housing & Residential Life office. Guests must park in designated guest parking.

Rules/Regulations

As a USC Upstate residential student you are expected to familiarize yourself with the HRL Rules/Regulations that are found in the Student Handbook and published online. These policies are subject to change and students will be notified via student email accounts and posted to the HRL website.

Violations of these rules and regulations are handled in the same manner as violations of the Student Code. This does not preclude from criminal and civil charges being filed as well. Sanctions listed are guidelines; other sanctions may be applied as deemed appropriate by the Director of HRL. Rules and regulations include, but are not limited to:

Assault and Battery: The assault of others be it verbally or physically will not be tolerated. This includes the communicating of threats verbally, in written form including electronically or gesture.

Listing of Possible Sanctions:

1st Offense: probation, housing removal

2nd Offense: housing removal

Grills (Permitted in Villas Only): A charcoal grill is the only acceptable grill to use in our residential community. Grilling is not permitted in the units or on patios or balconies. Grilling is only permitted 15 feet from your apartment building or at the covered pavilion located at The Landing.

All grills must be registered through the HRL Office, and must be stored at The Landing, under the covered pavilion. All grills must be under lock and chain provided by the owner of the grill. Do not discard charcoal on the grounds. Charcoal should only be disposed of in the red metal trash can located near the covered pavilion at The Landing.

Listing of Possible Sanctions:

1st Offense: written reprimand, fire safety class

2nd Offense: loss of privilege, probation

3rd Offense: housing removal

Grounds and Shrubbery and Litter: Anyone found to be responsible for damaging the grounds or shrubbery or littering will be charged the replacement of the damaged item(s) and will have to perform community service. Note: littering the grounds with cans, bottles, bags, cigarettes butts, clothes etc. will not be tolerated. Entire buildings will be subject to a fine if littering and damages become an issue.

Listing of Possible Sanctions:

1st Offense: Restitution, written reprimand

2nd Offense: Restitution, community service,

3rd Offense: Restitution, probation, housing removal

Harassment/Bullying: Racial, sexual or any other form of harassment of any person and / or group is prohibited and will subject the offender to appropriate disciplinary action. Such conduct includes, but is not limited to action(s) or statement(s), including electronic that threaten or harm, intimidate a person or any other forms of unwanted contact.

Listing of Possible Sanctions:

1st Offense: probation, housing removal

2nd Offense: housing removal

Holiday Decorations: Live Christmas trees are strictly prohibited. Indoor/outdoor holiday decorations requiring electricity are to be UL approved and be removed prior to leaving for the winter break.

Listing of Possible Sanctions:

1st Offense: Warning,

2nd Offense: written reprimand, Community Service

3rd Offense: probation, restriction of privileges

Loitering Policy: Loitering is not permitted on university property. Loud and noisy crowds will be asked to quiet down and go inside their building or to leave university property. Non-residents will be asked to leave the property immediately.

Listing of Possible Sanctions:

1st Offense: warning,

2nd Offense: loss of guest privileges (if applicable)

3rd Offense: probation, housing removal

Noise Policy: Residents are expected to maintain reasonable volume levels. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. If the volume is at disruptive level to other residents that individual will be asked to decrease or cease the volume. Upon the second offense, the resident will receive disciplinary action. Excessively loud music from vehicles will also not be tolerated. Disciplinary action will be taken if residents are found playing their car stereo excessively loud.

Listing of Possible Sanctions:

1st Offense: Warning

2nd Offense: written reprimand, community service

3rd Offense: restriction of privileges, probation

Quiet Hours Policies

Residents and their guests will observe quiet hours from 9:00 p.m. to 9:00 a.m., Sunday through Thursday, Friday and Saturday 11:00 p.m. to 9:00 a.m. inside and outside the living area. At all other times, residents will be considerate and respectful of the primary rights to study and sleep without undue interference. During quiet hours, the noise level is to be one that is conducive to study and sleep. During exam week, 24 hour quiet hours will be in effect.

Listing of Possible Sanctions:**1st Offense:** warning**2nd Offense:** written reprimand, community service**3rd Offense:** probation, restriction of privileges

Pets: Fish are the only pets permitted in the residence halls. Fish tanks may not exceed 20 gallons. Other pets found in units will result in an immediate \$100 fine or \$25 per person unless the guilty party comes forward. The residents must get rid of the pet immediately. If the pet is found on campus again, the fine increases to \$200 and a more severe disciplinary action will be taken including the possible removal from housing. Stray animals are not to be fed.

Listing of Possible sanctions:**1st Offense:** fine, probation**2nd Offense:** fine, probation, housing removal**Possession or Use of Firearms or Dangerous Weapons, Fireworks, and Other Combustible Materials:**

The possession of any weapon such as a firearm (including paint and BB guns) knife, explosives and fireworks, or dangerous chemicals in residential areas is strictly prohibited. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal

prosecution and have his/ her housing contract cancelled. Any student carrying a firearm is in violation of the University policy, and has committed a felony in the State of South Carolina.

BB guns, paint-ball guns, bows and arrows and other weapons are prohibited.

Listing of Possible Sanctions:**1st Offense:** housing removal

Posting Policy: Any organization that wishes to have flyers posted in the residence halls should drop them off in the HRL Office between 8:30 a.m. and 5 p.m. after approval by Student Life. The flyers will be distributed for posting by the HRL staff. A max of 35 pieces will be allowed per event. Postings will be limited to 11x17 in size. Any unapproved posting will be removed and could result in loss of posting privilege in the residence halls and apartments. Only HRL can post flyers in the residential area.

Listing of Possible Sanctions:**1st Offense:** warning**2nd Offense:** loss of posting privilege

Pranks: We encourage the residents to have fun and enjoy the community; however, we discourage pranks that can harm, damage, or cause injury to property or people. Again, damage caused by such pranks will be the sole responsibility of those involved.

Listing of Possible Sanctions:**1st Offense:** restitution, written reprimand, probation**2nd Offense:** restitution, community service,**3rd Offense:** restitution, probation, housing removal**Prohibited Items:**

The following items are not allowed in the residence halls due to the danger they can pose to resident safety: multi-plug outlets, extension cords, candles, incense, open flame devices, lava lamps, halogen lamps, oil lamps or lamps with plastic shades. In addition, students in either the Palmetto/Magnolia House are not permitted to have items that use hot coils (George Foreman Grills, coffee makers, hot plates, etc.)

Listing of Possible Sanctions:**1st Offense:** written reprimand, fine**2nd Offense:** probation, fine**3rd Offense:** possible removal from housing

Soliciting: Solicitation for businesses, events, and/or individuals for commercial, promotional, or personal gain, is not permitted in University housing except when sponsored by HRL, another University department, or a registered student organization. If a person is found to be soliciting in the residence halls and apartments, please report the person's name and company to HRL staff immediately.

Listing of Possible Sanctions:**1st Offense:** warning**2nd Offense:** written reprimand, community service**3rd Offense:** probation, restriction of privileges

Tapestries and flags: Tapestries, flags or other fabrics are not to be draped over any lighting fixture.

Listing of Possible Sanctions:**1st Offense:** warning, probation**2nd Offense:** housing removal

Throwing and Kicking of Objects: Objects cannot be thrown, kicked, and/or dropped from or towards windows, balconies, roofs or vehicles. Any type of sport that involves throwing, kicking or hitting objects is not allowed in the buildings, parking lots, and/ or surrounding areas. This includes, but is not limited to footballs, soccer balls, golf balls, baseballs, softballs, water balloons, ice, paint balls, eggs, and any object that may cause damage. Restricted areas include near cars, inside and near buildings, and areas that have the potential to cause damage.

Listing of Possible Sanctions:**1st Offense:** written reprimand, probation**2nd Offense:** community service, probation**3rd Offense:** possible housing removal

Threatening Phone Calls: Threatening or prank phone calls are not permitted. On campus phone calls can be traced. Note: HRL will not give out student phone numbers.

Listing of Possible Sanctions:

1st Offense: community service, probation,
2nd Offense: community service, housing removal
3rd Offense: housing removal

Trash: All trash bags must be disposed of in the dumpster/trash rooms immediately after it is removed from the suite/apartment. Residents will be charged \$10 per bag for trash bags found outside of the suite/apartment. Also, the bags will still have to be disposed of properly by the residents. Failure to dispose of the trash bags will result in disciplinary action. Residents of Palmetto/Magnolia House should use bags no larger than 10 gallons.

Listing of Possible Sanctions:

1st Offense: fine, warning
2nd Offense: fine, written reprimand,
3rd Offense: fine, Probation

Water fights: Due to lack of clean up and abuse, damage of property, and overall complaints, water fights of any kind are not permitted. HRL will not assume any cost for damages to property relating to water or other pranks. Water guns of any size or description are not permitted.

Listing of Possible Sanctions:

1st Offense: restitution, written reprimand
2nd Offense: restitution, community service
3rd Offense: restitution, probation, housing removal

Windows and Balconies:

Window screens (if equipped) may not be removed or altered in any way. Banners (except those approved by HRL), flags, clothes, etc. are not to be hung out of windows and/or balconies. Furthermore, residents may not use the railings of balconies or the windows as places to sit. To do so can result in serious injury, including death. No articles may be thrown or hung from windows. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. Foil is not permitted in room windows.

Listing of Possible Sanctions:

1st Offense: written reprimand, probation
2nd Offense: probation, housing removal
3rd Offense: housing removal

Use of Bicycles, Roller Blades, Skates, and Skateboards:

Bicycles are not permitted in pedestrian areas, heavy traffic areas or construction areas of university property. Roller blades, skates and/or skateboards are not permitted on university property. Using these items will result in disciplinary action by University Police. Storage of bicycles in public areas of the Palmetto/Magnolia House such as hallways, lobbies, stairwells, etc. is not permitted.

Listing of Possible Sanctions:

1st Offense: warning
2nd Offense: written reprimand, community service
3rd Offense: probation, restriction of privileges

Resolution of Alleged Infractions

A. Informal Administrative Hearing

Upon receiving an alleged violation of the Campus Living Rules of Conduct, the director of HRL or designee will investigate the report. The Director of HRL or Assistant Director of that residential area will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The Honor Council (see page 137 for details) is given the charge to handle alleged academic honor code or student behavior code violations. The Residential Hall Honor Council (see below for composition and procedures) is given the charge to handle alleged residential life code violations that are considered to be first-time violations and non-suspendable.

Students with alleged residential life code violations may choose between which council will hear their case. The Honor Councils do not have the role to examine severity of sanction appeals from the decisions of the HRL staff member; those concerns will be forwarded to the appropriate appeals process.

Should further action be necessary, the charged student will receive written notification of a hearing before the designated Council within a reasonable period of time.

The charge letter will include a statement of the charges and the time and place of the hearing.

If the accused accepts responsibility in writing prior to appearing before a council hearing, a sanction determined by the director or appropriate assistant director will be imposed. If a student fails to respond to a charge letter within the time specified in a email to their student account, he or she forfeits his or her rights and may have a sanction imposed by the director. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing or if a student fails to respond to multiple meeting requests.

All disciplinary cases will be handled on a case-by-case basis within the confines of the policies and procedures set by USC Upstate and HRL. Additional

policies and procedures may be introduced at any time deemed necessary.

B. Residence Hall Honor Council Procedures

During a Residence Hall Honor Council (RHHC) hearing, the Resident Chair will bring the hearing to order and present the violations brought against the alleged resident. The resident has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. If the alleged resident fails to attend then the hearing will be conducted in his or her absence.

RHHC members and the resident shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the RHHC shall deliberate without the alleged resident being present. The RHHC shall also determine the sanction that will be imposed as outlined in the Code of Student Conduct if the resident is found responsible.

The Vice Chancellor for Student Affairs/Dean of Students' office will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Appropriate University officials may be notified of actions taken by the RHHC on the basis of their need to know. The focus of inquiry in disciplinary proceedings shall be the responsibility of the accused party. The Resident Chair shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the alleged resident or University is shown to have resulted.

Residence Hall Honor Council Composition

The RHHC consists of five students, one of whom is the Resident Chair. Participants for each court are selected by the Advisor of the RHHC from a pool of residents. The pool consists of residents from all areas of housing who were nominated or volunteered to be members of the RHHC. Members were chosen on the basis of an application and interview process. Residents serving on the RHHC must live on campus, be in good behavioral standing at the University, and have at least of 2.5 GPA. The exception to the GPA requirement is if the resident is a first semester first-year student. Members of the RHHC are selected each fall to serve during the current fall and following spring semester. The Advisor of the RHHC acts as a non-voting administrator of the council, and appoints a Resident Chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters

involving an alleged violation of the Code of Student Conduct or a policy violation in the residence halls shall subject the resident to the jurisdiction of the campus judicial system.

Student Safety and Fire Prevention

After Hours and Emergency Procedures

Monday through Friday between the hours of 5:00 p.m. and 8:30 a.m., and all day on the weekends, the following procedures should be followed for after-hours problems and emergencies:

- RA's on duty are posted in 1st floor lobby of the Palmetto/Magnolia House and outside the HRL office
- The RA is called upon for noise, maintenance problems, roommate complaints, lockouts and any other housing related issues
- The University Police are called for any criminal activities, such as illegal, underage drinking, theft, assault and battery, vandalism of personal property, domestic violence, trespassing, etc. They can be reached by calling ext. 7777 (non-emergency) or 911.

Student Responsibilities

It is important to become familiar with your surroundings. The North Spartanburg Fire Department and University Police would like you to review the following safety tips to assist you in preparing for a fire.

- Plan ahead
- Have a flashlight with you
- Read the fire evacuation plan carefully. If one is not posted in your room, request one from the HRL
- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation
- Locate the fire alarms on your floor

If a student fails to vacate their area in a sufficient time as deemed by the fire department, he or she will be required to attend a fire safety course.

Life Safety Tips

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify University Police.
- Always use a stairwell, never an elevator. The elevator could stop at the floor of the fire
- If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor

- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners. Call the University Police to give your location
- Signal from your window

Missing Student Policy

Students residing in campus housing, (Magnolia House, Palmetto House and the Palmetto Villas) may identify and register a contact person(s) with the HRL Office to notify if the resident student is determined to be missing. If a student is under 18 years of age, is not an emancipated individual and is determined to be missing, USC Upstate must notify the contact as well as a custodial parent or guardian within 24 hours. To register missing student notification information, contact the HRL Office at or prior to move-in. Missing persons should be reported to the USC Upstate Department of Public Safety, Vice Chancellor for Student Affairs/Dean of Students or the Director of HRL.

Fire Training and Prevention

It is incumbent upon the staff of Housing and Residential Life to provide as safe of an environment as possible for the students in their stay at USC Upstate. Thus, the following tasks will be performed each year and documented by Housing and Residential Life staff and/or University Police.

- Fire safety education is provided for all residential students by Housing and Residential Life
- Fire extinguisher training is presented to all RA's by University Police and North Spartanburg Department
- At least two fire drills are conducted each semester
- Smoke detectors are placed in each bedroom within campus student housing and common living space of each dorm room
- Smoke detectors and fire extinguishers are inspected by housing staff three times a semester
- Fire escape routes and information are posted on the back of each bedroom and exit door
- The Director of HRL and Chief of Police will reassess all procedures, updating as necessary and appropriate

Residence Hall Fire Procedures

In the event of a fire, sound the fire alarm immediately. Call 911. Provide important details including possible breaks in gas or electrical lines or other special hazards. Notify University Police at 7777 or 911 from a campus phone.

Evacuate the building according to the following procedures and escape plan:

- Everyone should walk out of the designated exit in a quiet orderly manner. RA's will check their respective halls and be the last individual to leave
- Do not close windows

- No one should enter the building when the alarm sounds.

- Students, staff and visitors will evacuate to the Palmetto House parking lot

University Police will designate alternate sites if the need arises. Everyone must remain out of any driveway or other hard surfaced area close to the building. University Police will be designated to meet the first responder with a master key.

Access roads will be kept open for emergency vehicles. University Police will have a designated individual or group of individuals to ensure that all access roads are open. Students and staff members will be allowed to return to the building at the direction of the head housing officer at the scene, and only upon the recommendation of the Fire Department and University Police Department. The University Fire Marshal will designate evacuation routes for all buildings. Each building will have an alternate evacuation route. All media inquiries should be forwarded to the University Communications Director at 503-5210.

Fire Drills

In order to insure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held a semester. All residents are required to vacate their building upon hearing the fire alarm and proceed to the Hodge Drive parking lot. Those who refuse will be mandated to complete a fire safety class and receive disciplinary action. HRL staff will walk through the building to make sure all residents and guests have vacated. Escape routes are posted in your apartment.

Fire in Villas

If the fire is in your room, get out quickly. Close the door, sound the alarm by yelling "FIRE," knock on other doors as you exit and notify the Police. If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.

To check for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor. If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners if possible. Call University Police 503-7777 or 911 to give your location. Signal from your window. Make note of the address for your apartment listed on the back of your front door. Your physical address is not the same as your mailing address.

Misuse of Fire Prevention and Control Equipment

It is unlawful for any person to tamper with, misuse, or destroy any fire prevention and control equipment including, but not limited to, smoke detectors on the ceilings and walls of each apartment unit, fire alarm stations, evacuation notices, fire drill procedures, or fire extinguishers. Note: there is a \$10 fine per resident in the suite/apartment for each smoke detector found tampered with or disconnected.

If the battery dies in your smoke detector, contact your RA immediately. Residents are responsible for notifying HRL if smoke detectors are not operating properly. Any resident alleged to have committed an act of improper use or abuse of fire prevention and control equipment will be subject to disciplinary action up to and including loss of housing privileges and/or criminal prosecution.

Severe Weather Information

The campus police department monitors weather for the campus community and takes responsibility for keeping the campus community informed of possible weather events.

The terms “watch” and “warning” are frequently used with weather conditions or events. A thunderstorm or tornado watch means that conditions are favorable for such an event. A warning, which is more serious than a watch, means that the weather event is imminent and you should take immediate action.

Tornado Warning

In event of a tornado warning, students may need to find a shelter. Students will receive text messages and emails from the University to warn them of a tornado warning as well as for the “all clear” notice.

In the Tree Houses: Vacate your suite. Remain in the hallway, seated with back against the wall protecting head and neck as appropriate with pillows or other items, until your RA tells you that it’s okay to return to your room. If possible, go to the first floor hallway. Should it be deemed necessary to follow the above protocol, HRL staff will give the ok for the students to return to their suites under public safety’s direction.

In The Villas: Please go to the back bedroom’s bathroom and close door. Use pillows, blankets or even your mattress to protect yourself from flying debris. Remain there until it is safe to venture out.

Facilities Management

Entrance ways, stairwells and breezeways must be free from any obstacles that would hinder the normal traffic patterns. Bikes, motorcycles, and indoor furniture such as large chairs are not permitted on the porches or balconies. Care should be taken to keep

the furniture, carpet, and appliances in original and working condition.

All suite/apartment furniture must remain in the designated suite/apartment.

Furniture left outside unattended can be removed and resident(s) will have to pay replacement charges. Residents may not move, substitute, or exchange items within the units.

Please respect your suite/ roommates’ space. Each resident is responsible for the keeping of his or her suite/apartment in a clean and sanitary condition at all times. Each resident is responsible for seeing that the lobbies, hallways, buildings, grounds, and surrounded areas are kept in a clean and sanitary condition by depositing all trash in proper receptacles and dumpsters provided by the University.

Decorating your suite/apartment can immensely add to the comfort of your apartment and make it more homelike. However, there are precautions that must be followed to prevent damage or potential safety hazards. USC Upstate encourages residents to express their individuality in decorating, but please follow these guidelines to ensure the preservation of units and safety of not only your suite/roommates, but others who live around you:

- Residents shall not paint, wallpaper, or redecorate any of the furniture provided by the University
- Do not disassemble or remove any University furniture from the building, suite or apartment
- Light fixtures/wiring cannot be changed or modified
- Residents may not use sticky tape or command strips to hang or display items on walls, doors, or ceilings in the units. Ordinary stick pins work well on posters and framed photos alike
- String lights are not allowed

Furnishings for each resident within the units:

In the Villas, these furnishings include a bed, two sets of dressers, a desk, book shelf, chair, and shelf unit within the closet; kitchen equipped with major appliances such as refrigerator, oven, and stove; window blinds in living and bed rooms; and two sofas. All apartments are equipped with smoke detectors and fire extinguishers.

In the Palmetto/Magnolia House furnishings include a bed, two sets of dressers, a desk, book shelf, chair and wardrobe; the living room will have a micro-fridge unit, an upholstered chair and sofa (or love seat). USC Upstate supplies each suite with a cable and TV outlet, and Internet connections.

Maintenance Requests

Residents should submit a Residential Maintenance Request form online at the HRL webpage at <http://webapp.uscupstate.edu/mainreq/request.aspx> to notify the HRL staff of any maintenance concerns.

Residents cannot make repairs to any part of the units. The HRL staff reserves the right to enter any unit to make necessary repairs. Work orders must be completed by the resident in order to have proper documentation for maintenance staff.

For emergency maintenance requests call the office at ext. 5422 during business hours. After hours, contact the RA on duty in your designated area.

Emergency maintenance requests include:

- Water leaks
- Toilet stoppages and/or toilet overflows
- Air conditioners if the temp is 80 degrees or above
- Heaters if the outside temperature is below 60 degrees
- No hot water

Any damage or misuse by residents or guests to the building/suite/apartments or to the common areas (lobbies, hallways, laundry room, game room, and volleyball and basketball court, etc.) necessitating repairs will be charged to the resident and will be required to be paid within the HRL Office within one week of the damage assessment. If no one assumes the responsibility for the damage, a prorated charge will be assessed. All students within the area of damage or destruction will share in the cost of repair. The charge will be posted on the resident's student account. Once damage fees are assessed, residents have 30 days to appeal the charge. This includes changes that come at the conclusion of the academic year or when a resident vacates their space (in the event of an early departure or room change).

The HRL retains a key to each apartment. Suites/apartments may be entered for scheduled or requested maintenance checks, inspections, filter changes and extermination. HRL reserves the right to make inspections at any time.

The units are sprayed on a regular basis to control pests. Residents can help this effort by keeping their rooms and suites/apartments clean and keeping all food stored properly. Submit a Residential Maintenance Request form online at the HRL webpage if you have a problem with pests.

Health and Safety Inspections

The HRL will conduct health and safety inspections of suite/ apartment units four times a semester and as deemed necessary to ensure health and safety guidelines are being maintained.

If during routine maintenance checks, a unit is found significantly below health and safety standards, the residents will be given 24 hours to correct and clean up the apartment. The RA will specifically cite problems that need to be corrected to avoid fines.

Charges will be made for damages to, unauthorized use of or alterations to any assigned space, furniture,

equipment, and/or for special cleaning necessitated by student negligence. Suitemates/Roommates are jointly responsible for the care of common areas, furniture and/ or equipment. Space must be able to pass fire code at all times.

You are reminded of the primary right to live in a clean environment. Residents who have hygiene issues will receive a written warning regarding the issue. Continued problems may result in pest control charges, charges related to damage of unit, and/or loss of housing.

Room Entry Policy

All efforts are made to reduce the frequency that staff of Housing and Residential Life must enter into a student's living space. For routine maintenance (such as pest control, air filter changes, monthly health safety inspections, etc). the office of Housing & Residential Life will provide at least 48 hours notice. Notices will be e-mailed to your Upstate email account and posted on your RA's door.

There are some circumstances that can occur where notice will not be given to you:

- Emergency repairs to protect the facility and/or health and safety of residents
- Behavioral concerns of a student may constitute a violation of college policies and/or pose a risk to the health and safety of a student
- Work order was submitted to Housing and Residential Life requesting that specific work be completed in a suite or apartment

The following guidelines are used by all staff in Housing and Residential Life in regards to room entry:

- Authorizing college personnel will not enter a student room without first knocking and identifying one's self
- If assigned occupants are not present, a pass key may be used to gain entry. If assigned occupants refuse entry, the staff member may ask for additional staff support and/or depending on circumstances may contact campus police for additional help
- Whether the occupants are home or not, staff will announce they have entered the space
- Whenever possible, the purpose of the entry will be stated to the occupants of the room
- Staff are not authorized to enter a student's room upon the request of another student
- Rooms are routinely entered during the vacation periods for safety and security reasons (i.e. check thermostat, perform routine or preventative maintenance, etc.)

Insurance and Liability

USC Upstate does not assume any responsibility for the loss, damage or theft of any personal property or

damages resulting from negligence of any residents, accidents, acts of nature and/or equipment failure.

Residents wishing to protect themselves from the possibility of such losses should cover their belongings with insurance. Contact your local or hometown insurance agent to obtain renters insurance. In some cases dependents may find coverage under their parents existing homeowner's policy.

All residents are encouraged to check their homeowner's policy to make sure their belongings are properly insured while living on campus.

This includes water leaks in the suite/apartment. USC Upstate assumes no liability for damage or loss of personal property. The easiest way to avoid loss of your belongings is to keep your suite/apartment locked whenever you are not there and valuables securely put away. Again, USC Upstate does not assume responsibility for damages caused by leaks or appliance failure.

Power Bills

HRL will pay the power bill for the Villas up to \$90 a month. Any amount over the allotted \$90 dollars will be the responsibility of the residents.