

# ***Housing Policies and Guidelines***

This section addresses specific policies and guidelines with which you should become familiar. They expand on the terms of your agreement and offer guidance when problems arise.

## **Who Is Eligible**

Research Medical Center provides housing to students affiliated with education programs sponsored by Research Medical Center. These include the College of Nursing, School of Radiologic Technology and School of Nuclear Medicine Technology. Short term housing is available to students from other institutions who have been assigned to Research Medical Center facilities for a clinical rotation or internship. In addition, if space is available, Rockhurst University non-nursing students who meet criteria set forth by Rockhurst may live in the Student Village. Traditional aged nursing students who are not commuting from home are expected to live on the Rockhurst campus through their sophomore year. Married and single parent students are afforded the same housing privileges and accommodations as all other students.

In order to remain in housing, students must be currently registered and attending class or pre-registered for classes for the next term.

## **Meningitis Vaccination Policy**

In compliance with Missouri state law, Research College of Nursing requires all residents to submit a Meningitis Vaccination Form documenting receipt of the vaccine or requesting a waiver. Refer to the chapter [Student Information and Policies](#) for additional information. Contact the Student Affairs Office for a copy of the form and with any questions.

## **Application**

Students interested in on-campus housing must submit an application and a housing deposit. Assignments are made once these items are received. Students wishing to live together in one unit must list each roommate on the application and should submit their applications and deposits together. No assignment will be made until all applications and deposits are received.

## **Deposit**

Each student pays a refundable housing deposit of \$200.00 when first applying for housing. The deposit reserves space until you move in and then functions as a damage deposit during residency. It is refunded when you move out if the unit is in good order. Any excessive or malicious damage (beyond normal wear and tear) is assessed against the deposit. Amounts exceeding the deposit are paid to the Financial Aid Office.

## **Housing Agreement**

Students sign a housing agreement once an assignment is made. This agreement contains specific terms defining the contractual relationship between the student and RMC. Usually, the length of the agreement is for the academic year (late August to mid-May). Some students have need of shorter stays and, therefore, have a specific date of termination. At the expiration of the agreement students must vacate unless they apply for and are granted a new housing agreement.

## **Contract Periods**

The calendar year is divided into three contract periods: The Fall and Spring contract periods coincide with the College of Nursing academic calendar. The Fall contract period begins the Saturday before the first day of fall classes and ends the last day of December. The Spring contract period begins the first day of January and ends the Monday following the Pinning Ceremony. The Summer contract period begins

the Tuesday after the Pinning Ceremony and ends the Friday before the first day of Fall classes. Specific dates are published annually.

## **Holidays**

Residents may continue residency during academic holiday periods (mid-semester holidays, Thanksgiving, Spring Break, and Easter) without additional charge. Students wishing to move in early (before the start of a contract period) should contact the Director as far in advance as possible. This is necessary to ensure the assigned unit is fully prepared. Students will be charged the appropriate prorated amount unless the reason for early move in is related to official school business. Decisions regarding early move in will be decided based on availability.

## **Summer Contract Period**

Residents who wish to continue living in housing during the summer must submit a new housing application according to the procedures published each spring. Residents must be enrolled in summer courses or be pre-registered for the fall term in order to live in the Student Village during the summer.

Residents who do not wish to live in housing during the summer but will be returning in the fall have two options:

1. Students may terminate their agreement as of the end of the spring contract period and vacate according to the check out procedures (the housing deposit is retained to reserve a space for the fall), or
2. Students may reserve space for the fall by paying the \$200 reservation fee and turning in the key(s). Residents must notify the Director of Student Affairs of any dates they plan to be on campus during the summer contract period. This option is available at the Director's discretion depending upon housing space needs for the summer contract period.

Failure of residents to properly notify the Director of Student Affairs of their summer plans will result in being charged the full amount for the summer contract period.

## **Summer Storage**

Prior arrangements for summer storage must be made with the Director of Student Affairs. Students not residing for the summer, but returning for the fall, may store items in their storage cage if they are returning to the same unit. Students assume all risk of loss or damage to personal property. There is a \$100 summer storage fee.

## **Checking In**

New residents check in through the Student Affairs Office by following the procedure below (office hours are 8:30 - 4:30, Monday - Friday):

1. Sign a Housing Agreement.
2. Pay the housing charge in the Financial Aid Office, if not completed prior to arrival.
3. Receive a key(s) and a copy of the [Guide to Student Life](#).
4. Complete a Check In/Out Form. This form documents the condition of the unit. Any damage or problems not noted on the form will be your responsibility. Failure to turn in a completed form within one week of moving in will be noted and you will be held responsible for all problems or damages regardless of initial condition. It is in your best interest to complete and turn in this form on time.

## **Housing Payment Policy**

### **Students registering at Research College of Nursing:**

Full tuition and fees, including housing, are due at the time of registration less any financial aid awarded. Financial Aid refunds are provided after all financial obligations to Research College of Nursing and Rockhurst University are fulfilled. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan the student must have no history of account delinquency.

No one who has an unpaid balance from a prior semester will be registered for a subsequent session. Transcripts of records will not be issued for anyone delinquent in financial obligation to Research College of Nursing or Rockhurst University.

### **Radiology, Nuclear Medicine and other students receiving financial aid through the Research Financial Aid Office:**

Housing fees, less any financial aid expected, are due at the start of each contract period and delinquent after the 10<sup>th</sup> day. Financial Aid refunds are provided after all financial obligations to Research College of Nursing are fulfilled. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan the resident must have no history of account delinquency. No one who has an unpaid balance from a prior contract period will be allowed to remain in housing unless a plan for paying the unpaid balance is approved by the Director of Financial Aid.

### **Rockhurst University students and nursing students registering through Rockhurst University:**

Rockhurst students are charged and pay for housing separately at Research. If you have a financial aid credit balance at Rockhurst you must notify both Rockhurst and Research in writing if you wish to have any or all of that credit balance sent to Research to pay for your housing. A form is available from Research to facilitate this notification. Any balance not covered by financial aid is due by the start of the contract period and delinquent after the 10<sup>th</sup> day. Alternative payment plans are available and may be exercised by eligible students. In order to qualify for any plan the resident must have no history of account delinquency. No one who has an unpaid balance from a prior contract period will be allowed to remain in housing unless a plan for paying the unpaid balance is approved by the Director of Financial Aid.

### **Other Students:**

Students whose contracts are for a fixed period of time less than one contract period are required to pay in full before occupancy.

### **Account Balance Impact - All Residents**

All financial commitments must be paid in full prior to release of transcripts or registration for additional courses (applicable to all students). As a result, students who are not allowed to enroll will be required to vacate. In addition, students who have completed their course work will not be eligible to graduate if their student account is not paid in full. Past due accounts may be assigned to an external collection agency. Collection costs including legal fees, ranging from 33.3% to 50%, become the student's responsibility.

**Deferred Payment Plan.** A Deferred Payment Plan is available for an additional fee. For students requesting the Deferred Payment Plan, the tuition, fees and housing charges (if applicable) are reduced by the amount of financial aid awarded, if any, then one-third of the remaining balance plus the deferred payment fee is paid at the time of registration. The remaining two-thirds is divided into two equal payments due on October 1 and November 1 (first semester) and March 1 and April 1 (second semester).

The Summer contract period is paid in two installments: half plus the deferred payment fee is due at the start of the contract period with the balance due July 1.

Any resident who does not pay the balance owed by the prescribed date(s) will be assessed the DPP fee even if you did not request the plan previously. Further, failure to pay the unpaid balance by the final installment date may result in dismissal from Research housing.

**Tuition Management Services (TMS) Plan.** A ten payment plan is offered by Research and administered by TMS to assist students in paying tuition, fees, room and board. An annual enrollment fee for use of this plan is paid directly to TMS. Information and forms are available in the Research College Financial Aid Office.

If you encounter financial difficulties communication with the College of Nursing is paramount. Monthly statements are mailed to each resident. If, for example, you believe your statement is incorrect or payment should have been received it is your responsibility to follow up at the source. Non-payment from another source will not release you from making the payments due. When in doubt, contact us.

## **Keys**

Policies and procedures for control of keys are intended to provide a safe and secure environment for current and future residents. Responsible handling of keys is essential to maintain the well being of all residents.

Each resident is issued one key. All keys assigned to you must be turned in when checking out of a unit before a refund of the housing deposit will be issued. Failure to turn in the key issued may result in forfeiture of the entire deposit. If a key is lost or stolen you must file an Incident Report with the Security Department before a replacement will be issued. Replacement keys cost \$50.00 each and are available through the Student Affairs Office. If the original is subsequently found the duplicate key issued should be turned in to the Student Affairs Office and a refund will be issued.

Keys are not to be duplicated for any reason. You will not be given credit for unauthorized duplicate keys. However, if an unauthorized duplicate is all you have it should be turned in and an Incident Report filed on the missing key to avoid forfeiture of the deposit (instead you will be charged the \$50.00 replacement key cost).

Keys may not be given to anyone else.

## **Smoking**

Smoking is prohibited in the Student Village in compliance with the Smoke-Free Campus Policy of Research Medical Center and Research College of Nursing.

## **Terminating Occupancy**

Residents are required to notify the Director of Student Affairs in writing if terminating occupancy prior to the expiration of their contract. Residents should review the terms of the agreement for cancellation and termination to avoid unnecessary expense.

## **Checking Out**

You are required to leave the unit in the same condition as when you first took possession except for normal wear and tear. This includes removal of all personal possessions, proper disposal of all trash, clearing out the storage cage, returning all furnishings to the proper location in the unit and basic cleaning.

You should schedule a check out time in advance with an RA in order to go through the unit. Keys and a forwarding address should be given to the RA at this time. At your option, keys may be turned in to the

Student Affairs Office along with a forwarding address and the check out will be completed by housing staff following your departure. However, choosing this option forfeits the right to challenge any charges that may be assessed.

If any damage is noted or keys are missing, the appropriate charge is deducted from the housing deposit before any amount is refunded. Failure to check out formally may result in forfeiture of the deposit, and accrual of additional charges.

Failure to complete the check out process by the contract termination date will result in the accrual of housing charges for each additional day.

## **Refunds**

Residents who give appropriate notice and complete the check out procedure will receive refunds of rent paid and/or the housing deposit according to the terms of the agreement. (See [Appendix A Housing Contracts](#).)

In the event a student has received financial aid for housing under federal regulations and the regulations require action different from those provided in the Housing Agreement, the federal regulations will be followed.

## **Privacy**

From time to time authorized representatives of RMC may need to enter a unit. This may be due to a work request by residents, general inspections or health and safety concerns.

Housing staff conduct general inspections at least three times a year. Resident Assistants will post notice of at least 24 hours prior to the date of inspection (when inspections are to be done, including day and time) so that residents may be present for these inspections. If safety or other violations of policies are encountered during these inspections, residents will be notified of appropriate corrective steps to take and consequences of failure to do so.

Housing staff will enter each unit once a month for the sole purpose of conducting fire extinguisher and smoke detector checks. These checks will be done the last week of every month. This is the only notice residents will receive of these checks. However, the housing staff will leave a note in each unit letting residents know they were in their unit.

Two times a year, HCAOFCO will enter the units in order to replace the smoke detector batteries. This is the only notice residents will receive of these entries. However, HCAOFCO engineers will leave a note in each unit letting residents know they were in their unit.

The right of search, except in extraordinary circumstances, is reserved to the Director of Student Affairs or security personnel. Whenever possible, a search is with the residents' knowledge and presence.

## **Roommates, Non-Student Residents & Guests**

### **Rights and Responsibilities**

Conflicts between roommates, regardless of whether you live together by choice or were assigned, are a natural occurrence. Most are resolved by open discussion and compromise. Occasionally, however, cooperation is not forthcoming and the infringed party is left without the means for resolution.

If this occurs you are encouraged to contact your RA, the RD or Director for advice or mediation.

Reasonable effort to resolve roommate conflicts is expected before a change of units will be approved. In cases where one or more residents have clearly infringed upon the rights of others disciplinary action may be taken. The following lists of rights and responsibilities are intended to assist you in establishing

expectations of your roommates and determining your responsibilities for the operation and maintenance of your "home away from home."

**Rights:**

1. To have equal access and use of your bedroom and bathroom and all common space in the unit.
2. To be asked, in advance, by roommates if it's OK to have guests over at a specific date and time.
3. To be asked, in advance, by roommates if it's OK to use personal belongings of yours.
4. To set limits on how personal possessions of yours may be used by roommates.
5. To be able to use common space without having to clean up a roommate's mess.

**Responsibilities:**

1. To share equally in the work of maintaining the cleanliness and orderliness of the unit.
2. To discuss with roommates how chores will be shared (e.g. cleaning, cooking, washing dishes, etc.).
3. To keep your things neat, clean and orderly enough so as not to infringe on the space or rights of roommates.
4. To clean up after yourself and your guests so as not to infringe on the space or rights of roommates.
5. To share equitably in the cost of maintaining and operating the unit (food, cleaning supplies, telephone, etc.).

NOTE: Distinguish between purchases and expenses that are for you and those that benefit everyone.

6. To discuss with roommates personal habits and lifestyle issues and to make appropriate adjustments so as not to infringe on the rights of roommates.
7. To seek common ground and compromise when individual wishes conflict.

**Expectations of the Housing Staff for each roommate:**

1. Follow the Golden Rule; treat your roommates as you would have them treat you.
2. Accept responsibility for taking action (e.g. filing a grievance) or the consequences of not taking action (e.g. stress, hostility, matters getting worse) when your rights have been violated by a roommate who refuses to negotiate a resolution to the problem.

**Suggested steps to resolution of roommate conflicts:**

1. Talk to your roommates at the first sign of potential conflict. (Infringements on your rights do not stop unless confronted and most often grow to other areas. Also, give the benefit of the doubt. Not everyone is aware their behavior is infringing.)
2. If you are unsure how to deal with the problem you may consult your RA, the RD, Director of Student Affairs or your faculty advisor for advice.
3. If your efforts to resolve the problem are not successful you may file a written grievance and request a meeting with representatives of the housing staff. After the meeting, the housing staff will make recommendations for resolution with specific consequences for non-compliance. Consequences may include, but are not limited to Housing Sanctions as defined in this guide.
4. Room changes may be requested if all efforts to resolve the problems fail.

**Children of Residents**

Children under the age of 16 should be under the supervision of a responsible adult whenever on campus, especially outside of the assigned residence. Children are not permitted to use the facilities of the Child Development Center unless enrolled there and during scheduled attendance. Violations may result disciplinary action up to and including dismissal from student housing.

**Overnight Guests**

Overnight guests must be registered with the Student Affairs Office. Overnight guests are limited to no more than two consecutive nights and ten nights total for the current contract period. Arrangements for guests staying more than the 2/10 night limits should be made in advance with the Student Affairs Office.

A completed registration form must be submitted to a member of the Housing Staff by 4:00 p.m. the day the guest will be staying or by 4:00 p.m. the day before weekends or holidays.

Roommates have a right to prior knowledge of all guests. Hosts should discuss plans to have any guests with roommates in advance to avoid problems.

## **Changing Units**

Residents desiring to change living arrangements must request the change through the Director of Student Affairs. Whenever possible, residents are moved to accommodate their wishes. Residents may also be moved to maximize the use of available space. Room changes will only be allowed with the full knowledge of all persons affected by the change, especially as it affects room charges. All procedures for checking out and checking in must be properly followed and completed within a reasonable timeframe determined by the Director.

## **Maintaining Your Unit**

### **Care and Use of Unit**

You are responsible for the proper care and use of all furniture and equipment. You are not to make any physical alterations or additions to facilities. All replacements and repairs are to be made by RMC employees only. Those repairs necessary because of carelessness or negligence of the resident will be made at your expense. No additional locks may be attached to any doors providing access to the unit or inside the unit.

### **Floors**

Tile or linoleum floors should be cleaned with a mild detergent and water solution. The carpeting should be vacuumed routinely. Stains should be removed as soon as they occur. The longer a stain is allowed to remain the harder it is to remove and the more likely a charge will be assessed at check out. You are permitted to shampoo carpet at your own expense. You should use cleaning methods and chemicals appropriate for the type of carpet installed.

### **Furnishings**

RMC provides all basic furnishings (stove, refrigerator, dishwasher, living room furniture, dining table and chairs, desks, dressers and bedroom furniture). Residents may not remove any RMC property from any unit or transfer them to another unit. In addition, furnishings, especially beds, are not to be stored in the storage cages without permission. Due to potential for water leaks in the basements and resulting damage residents must take adequate precautions (e.g. placement on wood pallets, wrap in plastic) to protect RMC property. Residents are financially responsible for damage to RMC property whether it is in their unit or storage cage. Under no circumstances may residents store any RMC furnishings or personal property outside of storage cages in the basements.

While beds and mattresses are furnished, it is understood that you will provide a satisfactory mattress cover for the bed. Any stain, soil or damage to the mattress will be charged to you.

Window coverings are not to be removed from the windows or doors. RMC will be responsible for cleaning or replacement before you move in.

Some unfurnished or partially furnished units are available at reduced rates.

## **Maintenance & Repairs**

Maintenance is provided by HCA Office Corporation (HCAOFCO). If you have maintenance problems you should notify your RA so a work order can be generated. A clear description of the problem, your name and phone number should be given to the RA. Also, describe the degree of urgency.

Most maintenance needs are routine and will be addressed within 48 hours. If the needed repairs have not been done within this time frame you should contact the RA and request a follow-up. Emergencies should be called in to the Director of Student Affairs. If the Director is not available you should call HCAOFCO office (weekdays 7:00 a.m. to 5:00 p.m.) or the HCAOFCO on call number (after 5:00 p.m. and weekends).

Damages or needed repairs due to malicious behavior or neglect will be charged back to residents of a unit.

Regular and florescent light bulbs are available from the RA at no charge. If you provide your own bulbs you should not use bulbs above 60 watts as they may cause damage to the light fixtures. Halogen light bulbs are the responsibility of residents.

### **Fire Extinguishers and Smoke Detectors**

Fire extinguishers are located in the basement of each building, one at each end and one near the washers and dryers. Anytime one is used it should be reported to the Resident Assistant so that it can be refilled.

One single use fire extinguisher is located in each unit under the kitchen counter. Residents are responsible for notifying their RA if a fire extinguisher has been discharged. Replacements will be provided.

One battery operated (9 volt) smoke detector is located in each apartment and two in each townhouse. Periodic testing should be done by residents to be sure alarm is working properly. A regular beep can be heard when the battery is low. Problems or low batteries should be reported to the RA.

### **Fire Safety in the Student Village**

Residents should review the fire prevention and safety guidelines covered in the chapter on Safety and Security. These apply to the Student Village as well as other areas on campus.

In addition, residents should abide by the following guidelines:

1. Combustible materials, e.g. candles, fireworks, spray paint, organic solvents, live Christmas trees, etc. are forbidden on the premises.
2. Unplug electrical appliances when not in use. This is particularly relevant for blow dryers, curling irons, and other heat generating devices.
3. Keep counter areas, particularly where heat generating devices are used, clear of flammables and other clutter.
4. Inspect cords regularly on appliances and electronic equipment for fraying. Unplug and do not use if any fraying is detected.
5. Limit the number of electrical devices plugged into each wall outlet. The use of multi outlet adapters is strongly discouraged as these can cause excessive current being drawn through the circuit. Warm or hot electrical cords and/or frequent breakers tripping indicates too many devices are being used on any one circuit. (NOTE: Multiple outlets may be on one circuit breaker.)
6. Check the halogen light bowl periodically for dust, trash and other combustibles. Halogen bulbs generate intense heat and can ignite combustibles if not kept clean and clear.
7. Do not place halogen lights, space heaters or other small appliances that generate lots of heat near combustibles like curtains, bed linens, papers, etc.

Report any problems you detect immediately (e.g. unusual odors, breakers tripping) even if you are not sure of the cause.

## **Controlling Pest Problems**

Occasionally, pests can become a problem in the Student Village. Each resident needs to do their part of being a good neighbor to prevent pest problems. The following are some suggestions for control of unwanted pests.

1. Purchase a trash can with a tight-fitting cover for your unit, and when possible, use plastic liners for all your trash cans.
2. Do not leave dirty dishes or food on the counter tops or sinks overnight. Do not use sticky back paper in your cabinets.
3. Be sure all food containers are sealed properly.
4. Do not leave paper bags or newspapers sitting in your unit.
5. Keep all floors clean and free of food crumbs.
6. Do not store damp rags or sponges in dark closets. Store all mops and brooms with the handle down. Do not allow grease to build up on stove tops, burners, ovens, cabinet tops, etc.
7. Report any physical conditions in the building that might be causing pest problems to your RA. If you have a pest problem contact your RA to arrange for extermination.

## **Pets**

There are no pets permitted in the Student Village other than aquarium fish, including visiting pets. If the Resident Director or the Director of Student Affairs receives a report of a resident having a pet in their unit the resident will receive a first offense warning which is a letter to the resident and a copy placed in the resident's file with Research College of Nursing. A second offense warning carries a fine of \$300.00. A third offense will mean termination of the housing agreement.

## **Trash Disposal**

Dumpsters are located southwest of the Student Village in parking lot C. Residents are responsible for taking their trash to the dumpsters.

Trash or garbage should not remain in your unit or elsewhere in the basement area, including your cage. To keep our community clean and prevent pest problems dispose of your trash frequently. Placing trash anywhere other than dumpsters (e.g. in the basements, foyers, patios, porches) will result in a \$25 fine per resident in the unit per offense.

## **Services & Utilities**

### **Mail and Delivery Service**

Mail is delivered directly to townhouses and apartments daily, except Sundays and holidays, by the U.S. Postal Service. Your mailing address is your townhouse or apartment number and should appear as follows:

Name  
(unit #) East Meyer Boulevard  
Kansas City, MO 64132

Other types of deliveries, e.g. U.P.S., Federal Express, are also delivered directly to units. If no one is home to accept delivery the package will be brought to the Student Affairs Office. A note is left by the delivery service indicating where the package was left. Packages not picked up in a reasonable time (2-3 days) will be returned to sender.

### **Laundry Facilities**

Each building has laundry facilities located in the basement. Use of this equipment is limited to residents. Directions for use are posted in the laundry area. Please remove your laundry promptly out of

consideration for other residents who need to use the facilities. It is expected that all residents will maintain the laundry area properly. If you experience a problem with the laundry facilities contact your RA to report the problem. If it is not rectified in a reasonable amount of time, usually no more than 72 hours, notify your RA.

### **Safety and Energy Conservation**

Windows and doors should be kept closed and locked when residents are not present. Lights and appliances should be switched off when not in use. Safety and energy conservation are everyone's responsibility to help keep costs down and reduce losses.

### **Heating and Cooling**

Follow the suggestions below for operating the heating and cooling equipment in your unit:

1. The thermostat is located on the wall in the kitchen of townhouses and in the hallway or dining area of apartments.
2. When operating heating or cooling the fan switch on the thermostat should be set to "auto."
3. For cooling the thermostat should not be set below 70 degrees. Setting the thermostat below 70 degrees for cooling may cause the air conditioning to freeze up and/or the breaker to trip.
4. For heating it should not be set above 80 degrees. In winter, opening the drapes will help prevent moisture from collecting on the windows.

To regulate the temperature in various rooms of the unit adjust the opening of the vents in different rooms, e.g. if the second floor bedrooms in a townhouse are hot and the downstairs rooms are cold close the downstairs vents partially to force more cool air to the second floor.

### **Telephones**

Telephone service is not provided. To activate phone service you must call a service provider and request service. Telephone equipment and charges are the responsibility of the persons residing in a particular unit. Residents should notify the Director as soon as they request phone service and are assigned a number. This is necessary to ensure the connection is completed from the switch in the medical center through which all phone lines must pass. Failure to notify the Director may result in delays in receiving your service. Research Medical Center maintains inline service for all units. If you experience problems with your phone service you should first determine if the problem is your telephone. If your phone is working properly, notify your RA or submit a work order request.

## **Buildings and Grounds**

### **Safety**

In buildings, all stairways, hallways, landings and basements must be kept clear for the purpose of safe and unobstructed movement at all times. Areas outside buildings are to be kept free of additional fences, pens, and obstructions. Children's toys should be picked up daily. Mark all toys with child's name and unit number. During grass mowing season please be alert and keep children and toys out of the way of the mowers.

### **Storage Cages**

Each unit has a corresponding storage cage in the basement of the building. Residents may store personal belongings in the cage. Open space in the basement or other vacant cages may not be used for storage. Items outside the cages are a violation of the fire code and present a possible hazard. Any items left outside the cage will be confiscated and disposed of accordingly.

### **Personal Property**

RMC and RCN use all reasonable efforts to protect residents' property, but it is understood that neither RMC nor RCN are in any way liable for the loss, theft or damage to property belonging to any residents

or guests. It is highly recommended that you do not leave valuables such as expensive jewelry and large sums of cash in your room. Some homeowners insurance policies cover residents' belongings while at college. You are encouraged to secure adequate personal property insurance coverage.

## **Grievance Procedure**

Residents who have a problem or complaint related to their housing services or facilities should discuss the situation with their assigned RA. If the discussion with the RA does not satisfy the complaint, residents should contact the Resident Director and then the Director of Student Affairs. Residents are encouraged to address the problem in a timely manner.

## **Housing Standards and Sanctions**

This section addresses the expectations of residents with regard to behavior and the consequences if individuals conduct themselves outside acceptable standards. The Housing Program of Research Medical Center strives to support the standards of the various programs in which residents are enrolled. In addition to the standards, rules and policies described in the section College Standards and Student Conduct and elsewhere in this publication, including the terms of the housing agreement, residents should familiarize themselves with the rules and regulations of their respective programs.

### **Housing Standards**

The following is a list of standards which augment the standards described in the section College Standards and Student Conduct to which all residents, regardless of program affiliation, are bound to abide. Violation may result in action by the Director of Student Affairs.

1. Possession or use of firearms, weapons or explosives, including fireworks, is prohibited and subject to disciplinary action.
2. Residents must be fully clothed, including shoes, while in communal living spaces.
3. Consideration of roommates and adjoining living areas should be a primary concern of all residents. Excessive noise caused by voices, televisions, stereos, etc. should be kept at a reduced level and noise should not be heard outside of housing units.
4. Residents are responsible for the conduct of their guests and will be held liable for any problems, damages, etc. arising from their conduct.
5. Residents are expected to maintain their unit according to the standards of cleanliness and repair set forth in the previous section. In addition to charges for substandard conditions residents are subject to more severe sanctions, including dismissal.
6. Pets are not permitted in housing, including visiting pets. Residents who violate this policy are subject to disciplinary sanctions. Refer to Housing Sanctions for consequences.

### **Procedures**

Violations of any standards, rules, policies or terms of the agreement will be referred to the Director of Student Affairs. Referral of violations may come from residents, the Housing Staff or from the Security Department. Residents who may be in violation will be notified of specific charges and instructions for hearing procedures. Following the hearing the Director of Student Affairs will communicate to the resident what, if any, action is to be taken. The Director of Student Affairs reserves the right to confer with or refer to the appropriate administrator of a resident's program any problem or violation deemed necessary.

### **Housing Sanctions**

Housing sanctions refer to the actions taken to help a resident who has violated a standard or any part of the agreement understand the consequences of his/her actions and re-emphasize the expectation of

Research College of Nursing for compliance with all standards and terms of agreement. Sanctions range from housing probation and restitution to dismissal. Sanctions are defined as follows:

**Housing Probation**

This sanction recognizes violation(s) of existing standards, rules or terms of the agreement. This action is non-punitive in nature. However, subsequent violations may lead to dismissal from housing according to the terms of the agreement.

**Restitution**

This action is usually taken when loss or damage to RMC property is deemed the responsibility of the resident. This action may take the form of a fine, specific charges or forfeiture of all or part of the housing deposit.

**Dismissal**

A serious violation(s) may result in termination of the agreement by Research Medical Center. The resident will be required to vacate the premises according to the terms of the agreement.  
Note: Restitution may be imposed in conjunction with either housing probation or dismissal.

**Pet Policy Disciplinary Action**

Pets, including visiting pets, are not permitted in housing other than aquarium fish. Once an infraction has been reported to the Director of Student Affairs the resident will receive a first offense warning letter. The warning letter will also be placed in your file with Research College of Nursing. A second reported violation will result in a second letter and a fine of \$300.00. A third reported violation will mean termination of your housing agreement.

**Appeal Process**

A resident who wishes to appeal a decision must submit a written "intent to appeal" statement to the Director within 24 hours of learning of the decision. The resident will then be permitted up to 72 hours to prepare and present the appeal.