

## **Campus Housing Policy**

Subject: Campus Housing Policy  
Number: 523  
Issued by: Vice Chancellor for Student Development  
Date of Revision: August 21, 2023

### **Mission and Purpose**

The overall goal of the student housing program is to provide supportive, high-quality residential environment that promotes the educational goals and values of the university and is conducive to student learning. Staff members develop and promote programs, services, and staff interactions that encourage student development with a particular emphasis on individual responsibility. Efforts are directed towards establishing a community where there is an appreciation of individuals and a respect for their rights. Services are provided with an understanding of and a commitment to quality with regard to fairness, efficiency, and cost effectiveness.

### **On Campus Housing Policy/Requirement**

"If a student is in a university sponsored activity, the student will live in university housing for at least the first two years (or longer depending on the requirements of the program in which the student is enrolled) unless qualified under the present exemptions. If there are residential requirements for a particular program, the student will be notified." USCB Administrative Council, March 2, 2009.

### **Contract Terms**

The term of the contract (the "Term") is one academic year that shall commence upon the opening of university residence halls in the fall and shall terminate upon the closing of university residence halls in the spring. However, the contract does not include the following academic breaks, Thanksgiving, winter, and spring break. Room and board fees, as set forth in the application, are due at least five days before the first day of classes of the applicable semester, regardless of the applicant's application date.

The contract is binding on the university, BJHEC and the resident (and the resident's parent or legal guardian where applicable) for the term and cannot be terminated except under conditions cited in the contract. The university may prevent the resident from registering for class and/or receiving their transcript or diploma from the university if the resident has not made all required University housing payments by the end of the applicable semester. Additionally, any student terminating the contract after the stated deadline and prior to the end of the contract term is subject to a cancellation fee based on the timeline outline in the housing contract and possible additional charges for any remaining housing fees. For complete contract terms please visit: <https://campuslife.uscb.edu/student-development/housing-and-student-conduct/current-students/index.html>

## **Eligibility**

Any single person who has been admitted to or who has enrolled in the university as a regular student and registered for twelve or more credit hours is eligible to enter into this contract with the university. Students who wish to reside in on-campus housing with fewer than 12 credit hours may do so pending approval from the Director of Housing and Student Conduct. **Any person required to register under Article 7, Sex Offender Registry, is prohibited from living in campus housing.** S.C. Code of Laws Ann. 23-3-465 (2005). *In the event it is determined that any person in campus housing is subject to the above, law enforcement officials and appropriate University officials will be informed and the housing contract will be deemed null and void and terminated immediately without refund.*

## **Apartment and Room Vacating**

1. When residents vacate their space, they must officially check out with the appropriate staff according to published procedures. Failure to do so may result in additional charges.
2. Upon withdrawal, suspension, removal or graduation from the university, residents must vacate their space in accordance with procedures outlined in their contract.
3. At the end of the housing agreement, residents must vacate their room or apartment within 24 hours of their last exam.

## **Compliance with General Laws**

Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the university may precede and/or be in addition to any penalty imposed by an off-campus authority.

## **Confiscation**

If an item that violates the housing contract, housing policies or University Student Code of Conduct is found in a residence hall room, the student will be documented and instructed to remove the item from the building. The room will be subject to a follow-up visit to verify that the non-permitted item is removed. If the item is not removed and found in any subsequent visits to the room during the academic year, the item may be confiscated, and the student may face additional disciplinary sanctions. If an item poses a significant risk to the student or community, it will be confiscated immediately. It is the responsibility of the student to contact the housing office to arrange a time to claim/remove the confiscated item. If the student does not contact the housing office within 30 days, the confiscated item will be disposed of without further notification. If drugs, weapons, or other evidence of a crime are found in a student's room, the incident will be documented and reported to Student Conduct and the Department of Public Safety (DPS) for investigation.

## **Damage to Property**

Damage to or destruction of property, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or

creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs and the placing of trash, garbage, etc. in areas not designated for such is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc.

### **Decorations**

Students may decorate their room in a way that does not cause damage. Do not paint the room or decorate door frames, doors, floors, hallways or walls using stickers, tape or any other products that would cause marring, chipping, holes or other damage. Use of any adhesive or tape besides painters' tape could result in damage or excessive cleaning charges. The application of strip lights to residence hall facilities is prohibited. Vandalism may result in immediate removal from the residence halls and/or restitution for any charges associated with the vandalism.

### **Disorderly Conduct**

Individual or group behavior that is lewd, indecent, or a breach of peace. Such conduct includes, but is not limited to, unwelcome physical contact, or noncompliance with university officials, staff, or law enforcement when acting in the scope of their duties.

### **Disruptive Activity**

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the university, or of the university or its buildings, equipment, or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Noncompliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

**NOTE:** To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

Presence during any violation of the Student Code of Conduct and/or other university policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are

expected to remove themselves from participation and are encouraged to report the violation.

### **Failure to Comply with Official Requests**

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of university officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request.

### **Failure to Comply with University Policies and Procedures**

Failure to abide by any published University policy or procedure is prohibited.

### **Fraud or Lying**

Lying or fraudulent misrepresentation in, or with regard to, any transaction with the university, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the university or knowingly making a false statement orally or in writing to any university official which materially interferes with university processes or procedures.

### **Furnishings and Appliances**

- All on-campus housing rooms are furnished as deemed appropriate by the Office of Housing and Student Conduct. No provided furniture can be removed from the student room or apartment.
- Mattresses are to be used on the bed frames provided and not on the floor. All beds, except bunk beds, must remain on the floor and may not be elevated in any manner. Waterbeds, other beds, or any other large pieces of furniture (i.e., wardrobes, dressers, etc.) may not be brought into the residence halls. Furniture is to remain upright and be used as designed and is not to be disassembled in any manner. Furniture may not be stacked.
- Due to fire safety regulations, mattresses not provided by USCB Housing are strictly prohibited in the residence halls
- In on-campus housing apartment kitchens, residents may store and use only Underwriter Laboratory (UL) or Factory Mutual (FM) approved appliances with an enclosed heating element. Heating or cooking devices that utilize flammable liquids or flammable compressed gases are prohibited.
- Extension cords are prohibited. All electrical appliances must either be plugged directly into the wall outlet or plugged into an Underwriter Laboratory (UL) or Factory Mutual (FM) listed power strip that contains a circuit breaker or a replaceable fuse. Electrical items with frayed electrical cords or damaged plugs should be either repaired or discarded. Electrical cords should never be run under mattresses, rugs, carpeting, or other potentially combustible materials (see Fire Safety).
- The misuse of or failure to properly attend to any electrical appliance (e.g., iron, hair dryer, etc.) is prohibited.
- Student may not hang items from ceiling

## **Harm to Persons**

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs is also prohibited.

## **Housing Window Policy**

The Office of Housing & Student Conduct prohibits the posting or hanging of any material on either side of the residence hall apartment/room windows. Drawing, painting, and writing on the residence hall windows are also prohibited. Apart from university issued window coverings (blinds), windows are not to be visually obstructed in any way.

## **Lockouts**

Residents who are locked out of their rooms can go the housing office during regular business hours or call the RA on duty if after 5:00 p.m. Each USCB student gets three (3) free lockouts each academic year. After the third lockout the student will be charged \$25 per lockout. The student's account will be billed for this service.

## **Pets and Animals**

Fish are the only animals permitted within the university residence halls. Fish are defined as animals with fins and gills, living under water, in a 10-gallon or less aquarium, 24 hours a day (Limited to one tank per resident). No other pets are permitted in any residence hall. The Office of Housing & Student Conduct reserves the right to require immediate removal of the pet(s) and charge the resident(s) for all costs incurred in the process of removing the pet(s). Any cost associated with the possession of a pet, including damaged furniture, cleaning, pest control, etc. will be charged to the residents of the apartment. Additionally, residents found responsible for violating the Pets and Animals policy will be subject to a \$200 fine.

## **Prohibited Activities**

**Breezeway Storage:** Bikes, Kayaks, Paddleboards, and other large outdoor sports equipment must always remain outside of residence hall buildings. Residents are also prohibited from storing any personal items in breezeways including but not limited to shoes, coolers, chairs, and sports equipment. Storage of these items within the halls and breezeways is prohibited because of lack of space in the residence halls, potential damage to buildings, and the blockage of escape routes during a fire or emergency.

**Sports in the Hall:** The use of any sports equipment (balls, Frisbees, boomerangs, hockey pucks, skates, skateboards, in-line skates, footballs, etc.) is prohibited inside residence halls due to the risk of personal injury, damage to the residence halls or individual property, and disruption within the living environment.

Posting Policy: Posting items without permission from University Housing is prohibited.

Wireless Routers: All halls have Wi-Fi. Wireless routers are prohibited in student rooms.

Construction: Installation of panels, dividers, lofts, shelves, and bunks is prohibited. Residents may not place boards or weights on radiator covers or wall-mounted bookshelves and may not place beds on top of other furniture. Hot tubs are prohibited.

### **Prohibited Items**

Adhesive Strip Lights

Candles

Ceiling Fans

Darts/Dartboards

Deep Fryers

Freezers

Gas/Charcoal grills

Mini Fridges (larger than 2.7 cubic feet)

Space Heaters

Waterbeds

### **Quiet Hours/Noise Policies**

Residents are expected to maintain reasonable volume levels. Residents should respect fellow students and staff by limiting noise to a minimum, especially in hallways and lobbies. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. If the volume is at disruptive levels to other residents, that individual will be asked to decrease or cease the volume. Upon the second offense, the resident will receive disciplinary action.

- Residents and their guests will observe quiet hours from 9:00 p.m. to 9:00 a.m., Sunday through Thursday, Friday and Saturday 12:00 a.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.
- Music, televisions, and conversations should never reach a noise level that disturbs other occupants.
- Excessively loud music from parked vehicles will also not be tolerated. Disciplinary action will be taken if residents are found playing their car stereo excessively loud.

### **Room Entry Policy**

All efforts are made to reduce the frequency that staff of Housing and Student Conduct 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 & Student Conduct will provide at least 24 hours notice. Notices will be e-mailed to your USCB email account. The Vice Chancellor of Student Development, Assistant Vice Chancellor, Director of Housing & Student Conduct, professional staff serving in the On-Call rotation, Resident Assistants, Facilities Management/Maintenance, and Department of Public Safety personnel are among those authorized to enter apartment rooms and conduct searches for suspected policy violation or to conduct wellness checks and/or check of presence.

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 requesting that specific work be completed in a suite or apartment

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

- Authorized university personnel will not enter a student room without first knocking and identifying one's self
- If assigned occupants are not present, a master 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.)

### **Room Vacancies/Consolidations**

In an effort to create more housing options for incoming and existing residents, ensure equity, and maximize use of available space, the university will actively seek to consolidate vacancies within university housing. Students that are assigned to partially vacant rooms may be reassigned prior to check-in. This means that the hall, room, and/or roommates you select now may be changed prior to fall check in if necessary for consolidation purposes. Consolidation may also occur during the academic year and students may be reassigned to other rooms, floors, or residence halls where necessary.

### **Residence Hall Guest, Visitor and Overnight Policy**

Visitation:

The Housing Office at USCB recognizes residents' rights to have and host friends and family within the community. With that right, comes the responsibility to adhere to the guidelines established in order to ensure the rights and safety of other residents within the community. Residential students are responsible for their guests and guests must be accompanied by the student host 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.

Visitation hours are as follows:

Sunday through Wednesday is 9:00 a.m. – 12:00 a.m. (Midnight)

Thursday through Saturday is 9:00 a.m. – 2:00 a.m.

### Overnight Guest:

Overnight Guest refers to any guest in a residential space during non-visitation hours who is a non-student, USCB student who does not live in university housing and/or a residential student who does not live in the specified apartment. All overnight guests must be registered in advance with the Office of Housing and Student Conduct. Please note that no overnight guests under the age of 14 are allowed.

- Residential students are only allowed 1 overnight guests per person and no more than 4 total overnight guests in an apartment at any time.
- Maximum occupancy for each apartment at ALL times is TEN (10) people.
- Residents may be permitted to have an overnight guest for a maximum of two consecutive nights in a 14 day period.
- Overnight guest forms must be submitted to the Housing office 24 hours before guest arrival in order to be approved. This policy is designed for the safety of residents, guests, and other members of the University community. Failure to register an overnight guest pursuant to this policy will result in an incident report filed with the Housing Office. Non-approved overnight guests will be required to vacate the property. Violations of the visitation policy can result in loss of visitation privileges and/ or additional disciplinary action.
- Guest under the age of 18 must provide parent/guardian contact information on registration form.

### **Trash left outside of door/breezeways**

All garbage, and any other types of waste must be placed in the dumpsters located throughout the campus community. No trash or other waste may be left or stored on the grounds of the community, kept by an entrance door, in a hallway or breezeway, or placed in improper containers or elsewhere in the campus community. Any resident or apartment violating any of the above policy will be charged a housing fine of at least \$25.00 per bag that needs to be disposed of.

### **Unauthorized Occupancy**

Vacant space will be utilized by new residents and residents who change apartments/rooms. In most cases, unless an emergency, you will receive notification from the housing office regarding any newly assigned person(s) to your apartment/room. It is under the authority of Housing & Student Conduct 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 semi-private room rate charges as well as disciplinary action.

**History of Revisions**

**August 20, 2023** – Combined Student Housing Policy (523) and Housing Visitation Policy (524)