



OFFICE OF RESIDENCE LIFE AND HOUSING

Residence Hall Handbook

2024-2025

Prepared by the Office of Residence Life and Housing
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Table of Contents

WELCOME FROM THE ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS	4
A. MISSION	5
B. GENERAL INFORMATION	5
Academic Requirements	5
Cable Television.....	5
Check-in and Check-out Procedures	5
Email Communication.....	6
Facility Services/Maintenance Requests	6
Immunization Requirement.....	6
Laundry Room Use	7
Liability.....	7
Lost and Found.....	7
Mail and Packages.....	7
Meal Plan	8
Missing Persons Policy and Procedures	8
Parking	9
Contact Information	9
Right of Entry.....	9
Services for Students with Disabilities.....	9
Staff.....	10
Staff Availability.....	10
C. STANDARDS OF RESIDENCE.....	10
Suitemate Bill of Rights	11
1.1 Abandoned Property.....	11
1.2 Alcohol.....	12
1.3 Appliances/Electrical Devices.....	12
1.4 Damages.....	13
1.5 Decorations/Modifications	13
1.6 Defenestration	14
1.7 Drugs and Tobacco	14
1.8 Fire Alarms, Drills, and Emergency Equipment	14
1.9 Firearms and Weapons.....	15
1.10 Furniture.....	15
1.11 Gambling.....	15

1.12	Guest Policy	15
1.13	Hall Meetings.....	17
1.14	Hall Sports	17
1.15	MAC Card and Room Key.....	17
1.16	Locks.....	18
1.17	Occupancy.....	18
1.18	Outdoor Activities.....	18
1.19	Pets.....	18
1.20	Assistive Animals	19
1.	For residents with an approved Assistance Animal, please refer to Appendix B for additional details and associated responsibilities.	19
1.21	Quiet Hours and 24 Hour Courtesy Hours	19
1.22	Recording Devices	19
1.23	Restricted Areas	19
1.24	Signs, Pictures, and Posters.....	20
1.25	Suitemate/Roommate Agreement	20
1.26	Trash and Recycling	20
1.27	Video Surveillance.....	20
1.28	Waterbeds	20
1.29	Windows	20
D.	STANDARDS OF BEHAVIOR	20
E.	PERSONAL SAFETY	21
F.	BUILDING SECURITY AND ACCESS	21
G.	POSTING POLICY	22
H.	SOLICITATION	22
I.	CONDUCT PROCEDURES	22
J.	APPEALS	22
K.	DESCRIPTION OF SANCTIONS	22
	Monetary Sanctions.....	23
	Appendix A – Contract Terms and Conditions	24
	Appendix B – Assistive Animal Information and Associated Responsibilities	25

1.1	Fire Alarms, Drills, and Emergency Equipment.....	14
1.2	Firearms and Weapons	15
1.3	Furniture.....	15
1.4	Gambling.....	16
1.5	Guest Policy.....	16
1.6	Hall Meetings	17
1.7	Hall Sports	17
1.8	MAC Card and Room Key.....	17
1.9	Locks.....	18
1.10	Occupancy	18
1.11	Outdoor Activities	19
1.12	Pets.....	19
1.13	Assistive Animals.....	19
1.14	Quiet Hours and 24 Hour Courtesy Hours	19
1.15	Restricted Areas.....	19
1.16	Signs, Pictures, and Posters	20
1.17	Suitemate Agreement.....	20
1.18	Trash and Recycling	20
1.19	Video Surveillance.....	20
1.20	Waterbeds.....	20
1.21	Windows.....	20
A.	STANDARDS OF BEHAVIOR	21
B.	PERSONAL SAFETY	21
C.	BUILDING SECURITY AND ACCESS	21
D.	POSTING POLICY.....	22
E.	SOLICITATION.....	22
F.	CONDUCT PROCEDURES	22
G.	APP
	EALS	22
H.	DESCRIPTION OF SANCTIONS.....	22
	Appendix A – Contract Terms and Conditions.....	24
	Appendix B – Assistive Animal Information and Associated Responsibilities.....	24

WELCOME FROM THE ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS

Welcome to the College of Coastal Georgia! Our residence halls provide students not only a place to sleep, but so much more. Our program is based on our mission statement:

“The Office of Residence Life and Housing is committed to enhancing the academic and social development of students by offering the highest quality on-campus living and learning environment. The Office of Residence Life and Housing supports the mission of the College by focusing on community and relationships, academic success, service-learning, and an appreciation for diversity.”

I encourage you to get involved with programs and events in the residence halls and campus-wide. Also, take advantage of the convenience of living on campus to help with your academic success. I wish you the best this year.

Dr. Michael F. Butcher
Assistant Vice President of Student Affairs/Dean of Students and Title IX Coordinator

A. MISSION

The Office of Residence Life and Housing is committed to enhancing the academic and social development of students by offering the highest quality on-campus living and learning environment. The Office of Residence Life and Housing supports the mission of the College by focusing on community and relationships, academic success, service-learning, and an appreciation for diversity.

*Part of this mission statement was submitted by College of Coastal Georgia graduate, Sierra West.

B. GENERAL INFORMATION

Academic Requirements

A Resident must be a College of Coastal Georgia student, full-time (taking 12 credits or more each semester). Nursing students seeking campus housing and admitted to the Registered Nursing Program and participating in clinicals will be considered to be full-time students if they are enrolled in at least nine (9) credits hours. Exceptions may be made for student athletes. A Resident must maintain eligibility to continue to enroll in classes throughout the Residence Hall Contract period. If the Resident's status is altered to the extent that he or she fails to maintain eligibility, the Resident must immediately notify, in writing, the Residence Hall Director. Please see the Housing Agreement for information about contract terminations. Exceptions to the eligibility requirements outlined above may be made at the sole and exclusive discretion of the Dean of Students in order to ensure maximum occupancy in the residence hall.

Cable Television

Cable outlets are included in all residence hall bedrooms and in the common areas of the suites. Cable includes news and entertainment channels that support the overall collegiate experience of students living on campus, as well as the academic and continuing education needs of the college. Please note that if you are living in Mariner Village or Lakeside Village your television must be equipped with a QAM tuner. If your television does not come equipped with a QAM tuner you will have to purchase one in order to be able to access the cable services.

Check-in and Check-out Procedures

Residents are required to follow established procedures when moving in and out. To ensure a safe and orderly move, please follow these procedures carefully.

Check-in will occur at the front desk of the residence hall. Before you move into your room, you will have your MAC card programmed and you be issued a room key, mailbox key, a Room Condition Inventory form and be asked to complete appropriate documentation prior to moving into your room. Any changes to the room condition inventory must be made within 24 hours after checking in.

During check-in, you can make changes to the Room Condition Inventory by logging onto <https://starrezweb.ccg.edu>.

Check-out takes place each time you change rooms or when you move out of the residence hall. Room changes must occur within 48 hours of notification unless you received an extension from the Residence Hall Director. To check out, you must return your keys and complete an inspection of your room with a Resident Assistant. Damages incurred between check-in and check-out will be noted during check-out. Failure to follow established check-out procedures will result in an improper check-out charge of \$25.00. There is a \$40 per hour cleaning charge for those rooms not properly cleaned.

If you have questions about the process, please contact the Residence Hall Director.

Email Communication

Email is an official means of correspondence between the College and its students. Residence Life and Housing email messages with official announcements are transmitted to students using their College email addresses. Check your College email regularly or make sure it is forwarded to an active, private email account that you use.

Facility Services/Maintenance Requests

The College custodians clean all the public areas in the residence hall. Students are responsible for the cleaning of their individual suites: bedroom, bathroom, living area, etc.

Repairs that are needed on any residence property must be reported to the Residence Life and Housing staff. Students may not make repairs to College property.

Residence Life and Housing provides routine maintenance to the residence hall. Residents who wish to request repairs should login to the Housing Portal at <https://www.starrezweb.ccga.edu> to submit a work order. For Coastal Place Apartments, please email your Residence Hall Director. In the event of an emergency, contact a Resident Assistant immediately or contact Campus Police at 911. While there is no charge for routine maintenance, repairs made for damages that go beyond normal wear and tear may be assessed a fee.

Immunization Requirement

In accordance with Official Code of Georgia Annotated Section 31-12-3.2, all students living in College-owned housing must either receive a vaccine for bacterial meningitis or review information about the risks of bacterial meningitis. The following is the information you will need in accordance with this Georgia statute: What is Meningococcal disease? (a) Meningococcal disease is a serious disease that can lead to death within only a few hours of onset; one in ten cases is fatal; and one in seven survivors of the disease is left with a severe disability, such as the loss of a limb, mental retardation, paralysis, deafness, or seizures; (b) meningococcal disease is contagious, but a largely preventable infection of the spinal cord fluid and the fluid that surrounds the brain; (c) scientific evidence suggests that college students living in the residence hall are at a moderately increased risk of contracting meningococcal disease; and (d) immunization against meningococcal disease will decrease the risk of the disease. Students who apply for college housing will not be permitted to submit housing contracts without initialing that he or she is aware of the risks of bacterial meningitis. Students are encouraged to discuss the vaccination with his/her family physicians.

Internet Connectivity

The residence halls and expanded occupancy hotels have wireless Internet throughout the buildings. Lakeside Village rooms are also wired for high-speed Internet connections with an Ethernet port and wireless Internet. Mariner Village and Coastal Place Apartment rooms have wireless Internet only. Students will need a personal computer with an Ethernet port or wireless capability to connect to the campus network. For more information, visit Technology Services at <https://portside.ccgga.edu/pid=41>.

Laundry Room Use

Lakeside Village

There are two laundry rooms located on the first floor of the building.

Mariner Village

There is a laundry room available on each floor of Mariner Village.

Coastal Place Apartments

There is a laundry room adjacent to the front lobby area.

The laundry facility is for residents' use only. The laundry facilities do not cost for student use. For maintenance issues contact your Residence Hall Director or email Residence.Life@ccga.edu.

Liability

The College of Coastal Georgia will not be liable for, and assumes no legal obligation to pay for, any injury to any person (including death) or loss of or damage to items of personal property that might occur in its building or on its grounds prior to, during, or subsequent to the contract period. This includes, but is not limited to, damage from fire, windstorm, water, vandalism, interruption of utilities, or condition of facilities. Residents are encouraged to obtain person property insurance for their belongings.

Lost and Found

Contact the Information Desk located in the lobby of the residence halls to report a loss or claim an item.

Mail and Packages

Resident mailboxes are located on the first floor of Wing 2 in Lakeside Village and the first floor in the main lobby in Mariner Village. Mailboxes for Coastal Place Apartments and Expanded Housing are located in the main lobby of the respective buildings. All mail is returned to the appropriate mail service carrier for further handling after a Resident checks out. Mail, packages, and other correspondence sent to residence hall students should be addressed using the following format:

Lakeside Village
(Resident's Name)
100 Mariner Way #(Box Number)
College of Coastal Georgia
Brunswick, GA 31520

Mariner Village
(Resident's Name)
80 Mariner Way #(Box Number)
College of Coastal Georgia
Brunswick, GA 31520

Coastal Place Apartments and Expanded Occupancy Hotels
(Resident's Name)
80 Mariner Way #(Box Number)
College of Coastal Georgia
Brunswick, GA 31520

All packages are logged for tracking purposes. After the package is logged, the Resident will receive a notification slip in their mailbox as well as an email notification. Residents will be required to show their Mariner Access Card (MAC) and their notification slip when claiming a package. Packages may be picked up from the Information Desk located in the residence hall lobby. After you check-out, it is your responsibility to change the address for your mail. Mail that is received to the residence hall after check out will be returned to sender. The college is not responsible for lost or stolen mail.

Meal Plan

All residents residing in Lakeside Village or Mariner Village are required to participate in a meal plan for the academic year. Residents residing in Coastal Place Apartments are not required to participate in a meal plan but encouraged to review options for commuter students. Information regarding meal plan options and prices may be obtained visiting the Campus Dining at <https://ccga.campus-dining.com>.

Missing Persons Policy and Procedures

Reports regarding any student attending school or living in the residence hall who is missing must be referred immediately to Campus Police at 911 or 912-258-3133. Students living in the residence halls are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by Campus Police to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the college. In addition to any additional contact person designated by the student, if the student is under 18 years of age and not emancipated, the College will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by Campus Police. Campus Police will initiate emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours.

Parking

Residents with a vehicle on campus must register their vehicle and obtain a Residential Parking Permit from the Bursar's Office. All residents with a Residential Parking Permit are only permitted to park in the Residential Parking Lot. Parking in other parking lots on campus is not permitted. The Resident's MAC card will allow access to the Residential Parking Lot for Lakeside Village or Mariner Village. Vehicles without a Residential Parking Permit are not allowed to park in the Residential Parking Lot at any time, even if a resident is operating the vehicle. If, for some reason, a Resident must drive an unregistered vehicle, he/she should obtain a temporary permit at the Bursar's Office before parking. The Resident may obtain a temporary permit from Campus Police after business hours. Vehicles parked in unapproved locations may be towed at the discretion of Campus Police.

Guests must park in designated guest parking and must comply with any designated time limits. Residents are not allowed to park in guest parking at any time.

Contact Information

Please see your Resident Assistant for her/his suite phone number.

- The Resident Assistant on-call number for Lakeside Village is: 912-230-8991
- The Resident Assistant on-call number for Mariner Village is: 912-230-5402
- The Resident Assistant on-call number for Coastal Place Apartments and Expanded Housing Hotels is: 912-506-3087
- The Information Desk phone number at Lakeside Village is: 912-279-4560
- The Information Desk phone number at Mariner Village is: 912-279-5913
- The Director can be contacted at: 912-279-4588
- The Dean of Students can be contacted at: 912-279-5815
- Campus Police can be contacted at: 912-258-3133

Right of Entry

While the College of Coastal Georgia will make effort to respect the privacy of individual Residents and give prior notice if possible, the College nevertheless reserves the right to enter any Resident's room to inspect, verify occupancy, make improvements or repairs, claim College property, or control the room in the event of an epidemic or emergency, or for any other purpose related to the proper maintenance and operation of the residence hall. Residents may not block or restrict a College official from access to any room within the residence hall.

Services for Students with Disabilities

ADA accommodations are available to students who choose to self-identify and provide appropriate documentation of their disability. Individuals with disabilities requiring accommodations in the residence hall should submit a Voluntary Disclosure of Disability Form which can be accessed on the Residence Life and Housing website.

Documentation of the disability also needs to be submitted to the Office of Accessibility Services. For guidelines on the process of submitting this documentation, see pages 4-5 of the Accessibility Services Handbook, which can be accessed at

Staff

The staff that live and work in the residence halls significantly contribute to the living-learning environment. The Residence Hall Directors are full-time live-in student affairs professionals who is responsible for the overall management and daily operations of the residence halls. The Resident Hall Directors (RHD) supervise College of Coastal Georgia student Resident Assistants (RA). The RA is a student leader who lives in the residence hall and oversees the students on a floor of a building. This student will be a resource for academic questions, building community, and enforcing residence hall policies. In addition, Desk Assistants (DA) will work at the front desk. The Resident Assistants will also work at the front desk as part of their job responsibilities.

Staff Availability

The Office of Residence Life and Housing is open 8:00 a.m. to 5:00 p.m. Monday through Friday. The Residence Hall Directors' office hours are posted on their office doors in Lakeside Village and Mariner Village. Resident Assistants (RA) are on-call 5:00 p.m. to 8:00 a.m. Sunday through Thursday nights. RAs will also be on-call 24-hours beginning 5:00p.m. on Friday and ending Monday at 8:00 a.m. RAs will be on call 24 hours during College holidays. Staff on-call respond to emergencies and major facilities issues. If Residents cannot locate an RA for immediate assistance, they may call Campus Police at 911 or 912-258-3133. Desk Assistants will also work at the Information Desk in the residence hall lobby. Information Desk hours will be posted at the Information Desk.

C. STANDARDS OF RESIDENCE

The College of Coastal Georgia Student Conduct system focuses on the growth and development of Residents through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others.

As a College of Coastal Georgia student, you are guaranteed all of the rights, privileges, and freedoms granted to all citizens; however, with these rights come responsibilities.

Policies, rules, and regulations have been established for the residence hall to help in maintaining an optimal living environment for Residents. Students are expected to abide by all federal, state, and local laws.

You are responsible for becoming familiar with all of these published statements and for considering them as you function within the residence hall community. As a member of this community, you also have the right and personal responsibility to question others when you are aware that they are not adhering to such regulations.

Failure to adhere to these policies can endanger your safety and the safety of others in the College

community. Further, violations of these policies may be infringing upon the rights of others.

The Residence Hall Handbook fully outlines disciplinary infractions and possible sanctions resulting from these infractions. In the residence hall system, discipline can be handled by the residence hall staff or the Dean of Students or designee. Sanctions range from an admonition of conduct to recommended dismissal from the College.

Violators may be accountable to both civil and criminal authorities and to the College for acts of misconduct which constitute violations of this Code. Disciplinary action at the College may proceed during the pendency of other proceedings at the discretion of College officials. Sanctions may be imposed for acts of misconduct.

It is necessary that you be familiar with the information in this handbook and the Student Code of Conduct, as well as other published materials of the College, to thoroughly understand your rights and responsibilities within the residence hall community as a whole. Other published rules include:

1. The Residence Hall Contract Terms and Conditions located in Appendix A
2. The Student Code of Conduct is available through the Student Affairs website at: <https://www.ccg.edu/studentlife/studentresources/student-conduct-handbooks/>.

All members of the College community are responsible for reviewing these policies. Provisions contained in online publications supersede existing printed publications.

Suitemate Bill of Rights

Your enjoyment of life in the residence hall depends on thoughtful consideration and common courtesy among suitemates and neighbors. The basic rights of a Resident include the following:

1. The right to live in a clean building and room.
2. The right to expect that a suitemate(s) will respect one's personal belongings.
3. The right to a redress of grievances. Residence Life and Housing staff are available to assist in resolving conflicts.
4. The right to read and study without undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbance from noise, suitemate's guests, etc.
6. The right to free access to one's room and facilities without pressure from a suitemate.
7. The right to personal privacy.
8. The right to be free from fear or intimidation and physical or emotional harm.
9. The right to have guests adhering the visitation policy with the expectation that guests are to respect the rights of the host's/hostess's suitemate(s) and other Residents.
10. The right to expect reasonable cooperation in the use of the cable television services.
11. The right to a smoke-free environment.

1.1 Abandoned Property

If, after termination of occupancy for any reason, the Resident leaves personal property in College

premises, including her or his residence hall room, the property shall be inventoried and stored for a period up to ninety (90) days. Residents will be billed a \$150 storage fee that may be prorated when the property is recovered. The Office of Residence Life and Housing will dispose of the property if not removed by the Resident after 90 days. Notification of this process will be sent to the Resident's mailing address of record. Any charges incurred to remove, store, or dispose of the property will be assessed to the Resident.

1.2 Alcohol

The alcohol policy prohibits the following regardless of age:

1. promotions and/or public displays referring to or promoting the use of alcoholic beverages;
2. public intoxication;
3. binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol;
4. the organization of, and/or attendance at social events or parties in the residence hall where alcoholic beverages are served or consumed;
5. coercing or encouraging another to consume alcoholic beverages against their will;
6. the organization of, and/or participation in, drinking games involving consumption of alcohol;
7. transporting, in vehicles or otherwise, alcoholic beverages;
8. possessing and/or using devices or engaging in activities designed for group and/or excessive consumption of alcoholic beverages including, but not limited to: bars, punch bowls, beer pong, funnels, and/or ice blocks; and,
9. the presence of containers of alcoholic beverages, empty or otherwise, in the residence halls.

STOP Alcohol Poisoning

Call 911 or Campus Police at 912-258-3133 if someone has any of the following symptoms:

- Unconscious or semiconscious
- Presents shallow or irregular breathing
- Cold, clammy, pale or bluish skin
- Cannot be awakened by shouting or prodding
- Vomiting

1.3 Appliances/Electrical Devices

1. All electrical equipment and cords used by the students in the residence hall must conform to all safety regulations, be maintained in safe operating condition, and meet Underwriter's Limited (UL) Standards.
2. The only permitted cooking appliances in Lakeside Village are mini-refrigerators, blenders, microwaves, electric popcorn poppers, coffee makers, and water warmers. These items are to be used only for their intended purposes. One mini-refrigerator and microwave is permitted in each designated plug in the common area in the suite configuration. One mini-refrigerator and microwave is permitted in each designated plug each student room in the semi-suite

configuration.

3. Abuse of allowed appliances with respect to sanitation, odor, or safety, may result in loss of the privilege.
4. The use of other types of cooking appliances (electric woks, George Forman-like grills, hot plates, slow cookers, fry pans, broilers, waffle irons, toasters, toaster ovens, appliances with an open heating element, etc.) are not permitted in the suites.
5. Washers, dryers, dishwashers, or other major appliances are not permitted in any suite, unless appliances are provided by the College.
6. Halogen lamps are not permitted in the residence hall.
7. The following regulations pertain to the overloading of power strip cords:
 - a. Power strips with a built in surge protector are allowed. Extension cords, multi-outlet strips without surge protectors and string lights are not allowed.
 - b. Refrigerators, microwaves, televisions, or any other appliance rated 300 or more watts shall be directly plugged into the wall receptacle or into a power strip with a built in surge protector.
 - c. No more than two power strips are to be connected to any dual (two-socket) receptacle.
 - d. Power strip cords placed under or supported by heavy objects or wrapped around nails or attached with tacks are prohibited. Power strip cords are not to be placed under carpets.
8. Damaging or tampering with any vending machine, washer and dryer, or other College- provided appliances is prohibited.

1.4 Damages

1. The Resident is responsible for any damage or loss caused to her or his room, furniture, fixtures, and equipment, other than that associated with ordinary wear and tear. Damage or loss within Resident rooms will be charged to the assigned Resident(s) proportionately, unless there is clear information available identifying another Resident as responsible for the damage(s). The Resident agrees to pay his or her portion of such assessed damages to the College upon demand, or the College may pursue an appropriate remedy under the Residence Hall Contract. The Resident is also responsible for maintaining the cleanliness of his or her room, and shall reimburse the College for all cleaning costs in excess of normal cleaning costs if, at the sole discretion of the College, such additional cleaning is required. In addition, the Resident will be required to share equally with other suite/wing/hall.
2. Residents may incur the cost of repair or replacement of any College property in common areas of the residence hall, including, but not limited to, hallways and lounges, when the College determines that it is unable to assign liability for such damage or loss to any individual Resident(s). The College, at its sole discretion, shall determine the amount of any such loss or damage.

Residents will also be responsible for any damages caused by their guests.

1.5 Decorations/Modifications

1. Residents are financially responsible for all damages or loss in designated suites, rooms, wing, and hall. Residents may decorate their residence hall rooms with posters and other similar

decorations as long as they do not cause damage to the room (nails, hooks, screws, poster tape, sticky putty etc. are not permitted). The Office of Residence Life and Housing office recommends hooks that can be cleanly removed or clean release painters blue tape.

2. Contact paper is not permitted.
3. Suite door decorations must not cover the peep hole or room identification signs. All door decorations must be flush against the door.
4. No decorations may be affixed, in any way, to the ceiling.
5. Curtains may be hung with tension rods.
6. Residents may not paint their room or suite.
7. Live trees are not permitted in the residence hall.

1.6 Defenestration

1. Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected onto or off of stairwells, balconies, etc. is prohibited.

1.7 Drugs and Tobacco

The College of Coastal <https://fishnet.coga.edu/policies/displayPolicy.php?pid=23>.

1. Unauthorized manufacture, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on College premises or at College-sponsored activities is prohibited. Use or possession of any illegal drug or controlled substance (without valid prescription) on College premises or at College-sponsored activities is prohibited. Conviction for a felony offense includes forfeiture of academic credit and may result in permanent suspension.
2. The misuse of controlled substances by Residents is prohibited. Controlled substances must be issued in the name of the Resident and stored in Resident's assigned room.
3. The residence hall and the campus are tobacco free. The use of all tobacco products, including chewing tobacco, cigarettes, e-cigarettes, vape pens, hookah and paraphernalia, is prohibited.

1.8 Fire Alarms, Drills, and Emergency Equipment

In the event of fire, call 911, contact the Residence Life and Housing staff, or Campus Police.

Please also reference the Fire Drills policy located at

<https://fishnet.coga.edu/policies/displayPolicy.php?pid=48>.

1. A Resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for such alarm or equipment.
2. A Resident may not tamper with, disable, or obstruct any fire-safety equipment, including (but not limited to), smoke detectors, fire extinguishers and cases, fire sprinklers and associated plumbing, or fire hose connections.
3. Intentional misuse of any College fire alarm or fire fighting or safety equipment is prohibited. Persons who knowingly sound false alarms are subject to severe disciplinary action potentially resulting in separation from the institution. Criminal action may also be sought.
4. Intentionally delaying, obstructing, or resisting any College officer, including residence hall

staff or fire person in the performance or attempted performance of their duty is prohibited. Criminal action may also be sought for such actions.

5. A Resident must promptly vacate the residence hall when a fire alarm is sounded. Criminal action may also be sought for failure to vacate.
6. Purposely setting fire to College or private property is prohibited. Persons who commit arson are subject to severe disciplinary and criminal action.
7. Candles (with or without wicks), kerosene lamps, incense, (with or without the intent to be used in the residence hall) or other similar items are not allowed in the residence hall. No flammable liquids of Class I or II and no combustible liquids of Class III will be stored or kept in the residence hall. These classifications of liquids include ether, alcohol, gasoline, kerosene and most cleaning solvents containing petroleum distillates. These limitations are not intended to preclude the possession of hair spray, rubbing alcohol, cosmetics and medicines when they are maintained in original containers. Nevertheless, caution must be exercised in the use of any flammable vapors or liquids, especially those contained in aerosol or pressurized cans.
8. Door windows and windows in common areas may not be completely covered at any time.

1.9 Firearms and Weapons

1. Students and visitors are prohibited from carrying any weapon into any building on campus. Therefore, it is impermissible to carry any weapon, for any purpose or length of time, into the residence hall or any academic/administrative building. Please reference the Prohibition of Weapons on Campus Policy located at <https://fishnet.ccg.edu/policies/displayPolicy.php?pid=14>.

1.10 Furniture

1. Furniture may not be transferred from one room to another or exchanged between rooms. Room and suite furniture may not be removed or stored elsewhere in the building or off campus.
2. Furniture placed in public or semi-public areas of the residence hall is for the comfort and use of all Residents. Such furniture must remain in the area designated for it and must not be moved into Residents' rooms. Discovery of such furniture in Residents' rooms can be considered theft and will result in a recovery fee, and may result in disciplinary action.
3. Residents may arrange furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur. For safety and damage reasons, all supporting members of the bed-frame must remain in direct contact with the floor. Bed risers and items specifically designed to be used as bed lifts are permitted.
4. Lofts of any kind, unless provided by the College, are prohibited within the residence hall.
5. All doorways must be unobstructed and all doors must be able to open a minimum of 90 degrees.

1.11 Gambling

1. The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

1.12 Guest Policy

1. For the purposes of this policy, the term “guest” refers to any non-resident. Guests are also any person, including students and Residents, who are not currently assigned to the room/suite in which they are present. The College reserves the right to request guests to leave at any time or deny access to any guest.
2. The host or hostess is responsible for seeing that his or her guest(s) follow all College and residence hall regulations and procedures. Each Resident is personally responsible for the conduct of their guest while in the residence hall. It is the responsibility of the Resident to make known all rules and regulations to his/her guest(s).
3. All guests must sign in and sign out at the residence hall’s front desk guest check-in binder. The Resident and the guest must return to the residence hall’s front desk to formally sign out of the guest check-in binder upon leaving.
4. All guests, at any time, are permitted only with the consent of all suitemates. No Resident may have a guest(s) (student or non-student) in their residence hall room or suite over the objection of his/her suitemate(s).
5. Guest visitation is between the following times:
 - a. Sunday through Thursday from 8am to 10pm
 - b. Friday through Saturday from 10am to 12am (midnight)
6. Overnight guests are permitted in the Residence Hall for a maximum stay of two nights in a seven-day period.
 - a. Overnight guest visitation is between the following times:
 - Sunday through Thursday from 10pm to 8am
 - Saturday through Sunday from 12am (midnight) to 10am
 - b. If a guest is requesting an overnight guest, they must complete the Overnight Guest Request Form with signatures from all suitemates. This form must be turned into the residence hall’s RHD during normal business hours.
 - c. Cohabitation is prohibited. Cohabitation exists when a person who is not assigned to a particular residence hall suite uses that suite as if he or she were living there. Examples of this may include, but are not limited to, accessing the room/suite while the assigned occupants are not present, utilizing a key to enter a suite to which one is not assigned, keeping clothing and other personal belongings in the suite, sleeping overnight in the suite on a regular basis, and using the bathroom and shower facilities as if he or she lived in that suite. When a guest's continual presence hinders a suitemate's ability to study, sleep, and/or occupy his or her room, this will be considered a violation of this policy as well.
7. Lending of the MAC card or room key to guests is prohibited. Misuse or loss of the MAC card or room key by guests is the responsibility of the host or hostess and could result in disciplinary action.
8. All guests are required to possess photo ID and present such ID upon requests of residence hall staff or other appropriate College officials acting in performance of their duties.
9. Residents are required to escort their guests at all times during their visits. Guests may not stay in the Residence Hall without their Resident host.

10. Hall staff reserves the right to restrict guest policy during special events. Residents will receive at least 48 hours' notice of the temporary change in guest policy privileges.
11. Failure to abide by the Guest Policy can result in loss of guest privileges and/or other judicial action.

1.13 Hall Meetings

1. At the beginning of each semester, there will be a mandatory meeting of residence hall students where residence hall and College policies will be explained. A mandatory educational meeting will be held at the beginning of the fall semester. At the end of each semester, there will be a mandatory meeting of residence hall students where check-out procedures will be outlined. Attendance is required and roll will be taken. Absence from each meeting may result in disciplinary action. Advertising will be posted in the residence hall with the specific location and time of each meeting. Additional mandatory meetings may be scheduled at the discretion of the Office of Residence Life and Housing. Students who do not attend mandatory meetings may be charged up to a \$50 fine.

1.14 Hall Sports

1. Bicycles, motorcycles, scooters, Segways, skates, skateboards, hover boards and other similar items are not to be ridden or used in the residence hall. Bicycles are to be secured to racks outside the facility and may be confiscated if found secured to any other objects. Running, participating in any form of roughhousing or sports in hallways or public areas is prohibited. Objects such as Frisbees, balls, water, etc., must not be thrown in the hallway, in individual Resident rooms, suites or in common areas within the building.

1.15 MAC Card and Room Key

1. Lending, selling, or otherwise transferring identification of a MAC card or room key is prohibited. The use of a MAC card or key by anyone other than its original holder is prohibited. Students must present and/or surrender a student identification card or key when requested to by college officials, including Campus Police acting in the performance of their duties.
2. It is a violation of the University System of Georgia regulations to duplicate, or cause to be duplicated, a key or access card to any door in a residence hall.
3. Residents are responsible for all assigned keys and access cards, and are responsible for any charges necessary to replace lost or damaged keys or cards. Residents can be charged a lockout fee and/or face conduct action for repeated lockouts requiring staff assistance.
 - a. During business hours, 8:00 am-5:00 pm during the week, the student will be able to check out their spare key.
 1. The student must return their spare key before 5pm same day of key checkout or they will be charged \$10 per day it is not returned by 5pm.
 2. If a student has not returned their spare key within 10 calendar days, a lock change will be completed and the student will be charged the \$250 lock change fee.
 - b. Outside normal operating hours a student will be charged a \$30 lockout fee.
4. Keys or access cards that are not working properly must be reported to the Residence Hall Director, Resident Assistant, or through the online Maintenance Reporting system.

5. The original room key and mailbox key must be returned upon vacating the premises, including temporary move-outs, if applicable.
6. For keys that are damaged and need to be replaced, there is a charge of \$50.00
7. For keys that are lost that need to be replaced with a lock change, there is a \$250.00 charge.

1.16 Locks

1. Locks may not be changed or installed by Residents.

1.17 Occupancy

1. Residents may not prevent an assignment to their suite, either because their belongings are consuming the common space or because they discourage or turn away a possible suitemate. Residents are permitted to occupy only one assignable space and share the common space within their living area unless they have been authorized to occupy additional space. Violation of this policy may result in fees and/or disciplinary action.
2. Room changes may only be made with the approval of the Residence Hall Director and they are conditional upon space availability, the timing of the request, and the grounds for the transfer. Room changes may take place as space is available and after occupancy has stabilized, which is usually two weeks after the start of the semester. You are encouraged to discuss room changes with your suitemate. Do not move until you are notified that the change is approved. If you move without prior approval from your Residence Hall Director, you may be assessed a fee, required to return to your original location, and/or face disciplinary action. The first room change is free. Additional room changes will each be assessed a \$50 fee. Room changes must be completed within 48 hours or additional charges may be applied.
3. Consolidation exists to bring equity. Residents in an under assigned suite may face room consolidation. The College reserves the right to reassign any Resident for the purpose of consolidation, or to schedule unoccupied rooms for new Resident usage through the year. Where there is a vacant space in a partially-occupied suite, the vacant space must be maintained by the occupant(s) in a manner that will allow a new Resident to move in immediately. Residents may request a vacant room buyout(s) in the suite and pay the additional pro-rated charge for any under assigned room(s). The determination as to whether to approve such a buyout request is within the sole and exclusive discretion of the College.
4. We are committed to making the on-campus housing experience available to as many students as possible. This commitment may require us to utilize expanded occupancy. Expanded occupancy includes the use of extra spaces to accommodate additional residents. Assignments are based on when the Resident completes her/his housing application.

1.18 Outdoor Activities

1. Swimming pools, Slip n' Slides, and horseshoe pits are prohibited inside and outside the residence hall. Other activities that pose a risk to a Resident's wellbeing or cause damage to the landscape are also prohibited.

1.19 Pets

1. Pets are not permitted in the residence hall, either on a temporary or permanent basis. An exception can be made for non-carnivorous fish in reasonable numbers kept in a 10 gallon maximum aquarium. Animals being utilized for academic research are not allowed in the residence hall. In accordance with Federal law, service animals assisting students with disabilities are permitted in all facilities of the College. Any questions about service animals on campus can be addressed with the CCGA Office of Disability Services.

1.20 Assistive Animals

1. For residents with an approved Assistance Animal, please refer to Appendix B for additional details and associated responsibilities.

1.21 Quiet Hours and 24 Hour Courtesy Hours

1. Excessive noise or behavior that disturbs others or endangers the personal safety of others within the jurisdiction of the residence hall is not permitted. Using, playing, or operating any sound- amplifying equipment that violates a standard of quiet conducive to study or sleep may constitute adequate reason for requiring removal of such instruments or other disciplinary action. At a minimum, noise during quiet hours should be at a level that cannot be heard one door down from the Resident's suite when standing in the hallway. Noise should not be heard through walls. Minimum residence hall "quiet hours" are observed for the following times:

Sunday 10:00 p.m. to 8:00 a.m.

Monday 10:00 p.m. to 8:00 a.m.

Tuesday 10:00 p.m. to 8:00 a.m.

Wednesday 10:00 p.m. to 8:00 a.m.

Thursday 10:00 p.m. to 8: 00 a.m.

Friday 12:00 a.m. (midnight) to 10:00 a.m. Saturday

Saturday 12:00 a.m. (midnight) to 10:00 a.m. Sunday

2. The hall community may vote to increase the number of quiet hours.
3. All other hours are designated as "courtesy hours" and Residents are expected to demonstrate consideration for their neighbors at all times. Quiet hours will be modified to support College activities and are extended to 24-hours a day during finals week.

1.22 Recording Devices

1. The following behavior is prohibited: making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on College premises in bathrooms, showers, shared bedrooms, living rooms, or other premises where there is an reasonable expectation of privacy, without the knowledge and consent of all participants subject to such recordings.

1.23 Restricted Areas

1. Certain restricted areas exist within the residence hall. Residents are not allowed in such areas, which include, but are not limited to, any place that is officially closed, restricted only to designated people, or any place where the safety and welfare of the Resident is endangered, including the roof of the building.

1.24 Signs, Pictures, and Posters

1. Georgia law prohibits the removal of traffic and/or street signs. Therefore, traffic or street signs, regardless of how it has been obtained, are not permitted in the residence hall.
2. Placing signs in windows and on the exterior of room doors in the residence hall is considered a Resident's privilege. As with any privilege, certain responsibilities are inherent. Consequently, each Resident who chooses to express their creativity, via their window or door assumes the responsibility for balancing their personal tastes with the image of the total community. Controversial or antagonistic materials may draw personal confrontations from others within the community who may be offended by the content.
3. Public displays referring to or promoting the use of alcoholic beverages is prohibited.
4. The following recommendation is offered to Residents who choose to place signs or decorations on their windows/doors. Signs, posters and/or decorations should be appropriate for public viewing and in keeping with good taste.

1.25 Suitemate/Roommate Agreement

1. Suitemates/Roommates will agree on a Suitemate/Roommate Agreement at the beginning of each semester, which includes the visitation rules for that suite. This Suitemate/Roommate Agreement will be kept on file with the Residence Hall Director. Visitation will not be permitted until a signed Suitemate/Roommate Agreement is on file with the Residence Hall Director. Any violations of the Suitemate/Roommate Agreement may result in disciplinary action. It is the responsibility of the Residents to report any infractions of their Suitemate/Roommate Agreement.

1.26 Trash and Recycling

1. All trash and debris must be placed inside the College dumpsters adjacent to the residence halls. Recycling is strongly encouraged and recycling bins are located next to the dumpsters. Bags of trash or large trash items must be taken to the dumpster; they should not be placed in the small trash cans found throughout the residence hall.

1.27 Video Surveillance

1. The College of Coastal Georgia uses camera and video surveillance in the public areas of the residence hall. These devices must not be tampered with or destroyed.

1.28 Waterbeds

1. Waterbeds and other water furnishings are prohibited in the residence hall for maintenance and housekeeping reasons. Excessive weight and potential water damage may cause harm to the structure of the building.

1.29 Windows

1. Windows are to remain permanently closed and may not be pried open.

D. STANDARDS OF BEHAVIOR

1. In addition to the regulations in the residence hall handbook, all students are held accountable to the Code of Conduct. For a complete copy of these regulations, please see the Office of Student Affairs website: <https://www.coga.edu/studentlife/studentresources/student-conduct-handbooks/>.

E. PERSONAL SAFETY

3.1 Any action taken by Residents that has the potential to cause harm, injury or damage to another Resident, their room, their suite or their possessions may be subject to disciplinary action. This includes acts perceived as “pranks” against members of the residence hall community.

3.2 Actual, or implied intent-to-commit, harm-to-self, through any medium, is not permitted.

In addition to the regulations in the residence hall handbook, all students are held accountable to the Code of Conduct. For a complete copy of these regulations, please see the Office of Student Life website: <https://www.coga.edu/studentlife/studentresources/student-conduct-handbooks/>.

F. BUILDING SECURITY AND ACCESS

4.1 The placement of any object in, near or around the exterior door of a building in an effort to prevent the door from closing, or being able to close or lock the door upon closing, is prohibited.

4.2 Tampering with, disabling, obstructing, vandalizing, or interfering with the normal functioning of any portion of a security monitoring system or monitored door, including, but not limited to, door alarms, cameras, or card readers, is prohibited.

4.3 Tailgating to gain entry to the residence hall is prohibited. The term “tailgating” is used to describe the situation where one or more people follow an authorized person through an access-controlled door when the authorized person opens the door legitimately. This can be done either with or without the authorized person’s knowledge and/or consent. Tailgating is prohibited for a normally-authorized person who has forgotten or lost their MAC card.

4.4 Residents who provide an unauthorized individual or group access to the residence hall are responsible for the actions of those individuals and can be held responsible for damages and conduct violations attributed to the unauthorized individuals. This includes unauthorized individuals who gain access as a result of tailgating or the use of a propped or compromised door attributed to the authorized Resident.

4.5 Individuals authorized to enter the residence hall are limited to currently contracted Residents assigned to rooms or suites within that facility, authorized faculty or staff acting within the scope of their role and the immediate performance of their duties, and the escorted guests of authorized Residents. Non-contracted students may be granted permission to access residence hall for a specific purpose, but this permission may be revoked at any time by the Office of Residence Life and Housing.

G. POSTING POLICY

5.1 Organizations and/or students that wish to post fliers in the residence hall must have their materials approved prior to posting. Approvals will be done by the Residence Hall Director or designee.

5.2 Refer to the Posting Policy in the Student Handbook. The following guidelines are in addition to the campus policy:

1. Do not post on any hallway or common area walls in the residence hall.
2. Use only clean release painters tape to hang flyers and posters on interior doors.
3. Do not block the windows in the doors.
4. Use only bulletin boards spaces designated for campus notices.
5. Individuals may not go door-to-door advertising and they may not slide any information under suite or room doors.

5.3 Students, student groups, or departments wishing to chalk on campus must follow the established College guidelines regarding publicity located at <https://fishnet.coga.edu/policies/displayPolicy.php?pid=13>.

H. SOLICITATION

1. The Residence Hall Handbook follows the campus-wide solicitation policy. It can be referenced at the Office of Student Life website.

I. CONDUCT PROCEDURES

1. Please refer to the Student Code of Conduct for conduct procedures.

J. APPEALS

1. Please refer to the Student Code of Conduct for appeal procedures.

K. DESCRIPTION OF SANCTIONS

Please refer to the Student Code of Conduct for the description of sanctions. The below sanctions are in addition to the Student Code of Conduct sanctions for Residents:

- 1. Reassignment within the Residence Hall:** A Resident may be reassigned within the residence hall if it is determined that his/her conduct is in violation of rules and regulations and such a measure would be productive for both the individual and others in the residence hall community. The Resident is to receive written notification of the sanction and is required to move within a prescribed period of time, as defined by the Residence Hall Director or a designee who imposes this sanction.
- 2. Housing Contract Probation:** Housing contract probation is a written notice to the Resident that his/her conduct was found to be in violation of the published rules and regulations and that

more serious disciplinary action may result from further infractions. Housing contract probation is imposed for a specified length of time.

3. **Housing Contract Termination:** The Dean of Students may determine that a Resident’s behavior warrants the termination of the residence hall contract. If such a sanction is imposed, the Resident must move out of the residence hall within the prescribed period of time.
4. **Refusal of Occupation of the Residence Hall:** After Contract Termination has been imposed, the Dean of Students may determine that an individual must not reenter the residence hall after his/her personal belongings have been removed.

Monetary Sanctions

Please refer to the Student Code of Conduct for Board of Regents approved monetary sanctions. Below are additional Board of Regents approved monetary sanctions for Residents:

Violation	Monetary Sanction
Fire safety	\$100.00
Unauthorized entry – 1 st offense	\$50.00
Unauthorized entry – 2 nd offense	\$100.00
Failure to attend a mandatory residence hall meeting	\$50.00
Pets – 1 st offense	\$25.00
Pets – 2 nd offense	\$50.00
Guest Policy – 2 nd offense	\$25.00

Appendix A – Contract Terms and Conditions

The contract terms and conditions can be found at: <https://www.coga.edu/studentlife/reslife/terms-conditions>.

Appendix B – Assistive Animal Information and Associated Responsibilities

Containment	<ul style="list-style-type: none"> • An assistive animal must be confined to the accommodated resident’s (the “Owner’s”) assigned residence except to the extent the Owner is taking the assistive animal out for natural relief. • When an assistive animal is outside the Owner’s residence, it must be contained in an animal carrier or controlled by a leash or harness. • If left unattended in the residence, the assistive animal must be crated or confined to a carrier such that staff may access the room for maintenance purposes without posing a risk to the assistive animal or staff members. • Assistive animals should not be permitted in any institutional facilities other than their assigned campus residence halls.
Dominion & Control	<ul style="list-style-type: none"> • The assistive animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. • The Owner is prohibited from permitting the assistive animal to go loose or run at large. If an animal is found running at large, the animal may be subject to capture and confinement and immediate removal from campus housing. • The Owner is responsible for ensuring that the assistive animal does not unduly interfere with the routine activities of the residence halls or of the other residential students. • Reported disruptive behaviors or other violations of the agreement will be adjudicated through the Student Code of Conduct process.
Supervision	<ul style="list-style-type: none"> • The Owner is prohibited from leaving the assistive animal alone overnight or in the care of another student. • If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner.
Emergency Contacts	<ul style="list-style-type: none"> • The Owner is required to identify a minimum of two alternative caregivers in case of emergency. • Ideally, these alternative caregiver(s) are prepared to take custody of the assistive animal with 12 hours’ notice. • Other students in campus housing are not be permitted to serve as alternative caregivers. • Under no circumstance will the College assume responsibility or liability for the care of the Owner’s assistive animal. In circumstances where an alternative caregiver must take custody, the College does not accept liability or responsibility for the animal prior to the alternative caretaker taking custody.
Licensing & Vaccination	<ul style="list-style-type: none"> • The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing and vaccination. • It is the Owner’s responsibility to know and understand any relevant ordinances, laws, and regulations. • The College has the right to require documentation of compliance and proof of licensure.
Health & Wellness	<ul style="list-style-type: none"> • Assistive animals must be housebroken, spayed or neutered, in good general health, and generally well-behaved. • The Owner will submit a written Animal Care Plan for your review and approval, and to provide proof of absence of communicable diseases, fleas, and parasites, prior to the assistive animal’s arrival on campus. • The College requires an annual clean bill of health from a licensed veterinarian and the College has the right to direct that an assistive animal receive veterinary attention at any time during the assistive animal’s residency.

Sanitation	<ul style="list-style-type: none"> • The Owner must maintain their living space in a manner that minimizes odors and/or the accumulation of assistive animal fur/dander. • The assistive animal's food should be kept in a closed container within the Owner's room. • The Owner must assume responsibility for properly containing and disposing of the assistive animal's waste, which may necessitate different handling precautions and responsibilities based on the assistive animal species. • The Owner must permit scheduled inspection of the Owner's room for fleas, ticks, or other pests as needed, and should agree to be billed for any necessary pest treatment above and beyond the College's standard pest management.
Fire Drills	<ul style="list-style-type: none"> • Unannounced fire drills are scheduled to test building systems and student compliance with building evacuation expectation. All students present at the time of a fire drill are required to leave the building until the drill is over. The Owner should be mindful that fire alarms will ring for an extended period often in excess of five minutes as part of the drill. As no advanced warning is provided, be aware of how the continuous alarm may affect your assistive animal if left alone in your living space. • The College's employees are NOT be responsible for removing the assistive animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the assistive animal and are not be held responsible for the care, damage to, or loss of the assistive animal.
Disclosure	<p>The Owner must provide written consent for the College to disclose information related to the assistive animal to relevant parties affected by the presence of the animal, including but not limited to facilities personnel, security, and roommates/suitemates. Such information is limited to information regarding the animal and not specific to the Owner's disability.</p>
Competing Interests	<p>Due to competing allergy and phobia issues, the College reserves the right to assign an Owner and the Owner's assistive animal to a single room without a roommate, if necessary.</p>
Truth And Accuracy of Representations	<p>The Owner confirms the truth and accuracy of any information provided in connection with agreement.</p>
Liability for Damages	<ul style="list-style-type: none"> • The College does not require an Owner to pay extra fees or deposits to have an assistive animal. • However, an Owner may be held responsible for any expenses incurred for cleaning above and beyond a standard cleaning, pest management costs in excess of the College's standard pest management, or for repairs to the residential space that are assessed after the Owner and assistive animal vacate the residence. • The College reserves the right to bill the Owner's account for unmet obligations under this provision.
Removal	<ul style="list-style-type: none"> • When removal is necessary, the Owner will be notified in writing that the removal of the assistive animal is required and given 48 calendar days to make arrangements for the assistive animal. If the Owner fails to remove the assistive animal within this time frame, the College has the right to remove the animal and relinquish it to a local animal shelter. • The Owner is allowed to contest removal determinations through an appeal process made within five business days. The Owner will be notified of that right when such removal determinations are made. The first appeal is to the Director of Residence Life and Housing. A second appeal is made to the Assistant Vice President for Student Affairs/Dean of Students. The decision of the AVPSA/DOS is final. • If the assistive animal is removed, the Owner will still be expected to fulfill the Owner's housing obligation for the remainder of their housing contract.