

# BLUE MOUNTAIN COLLEGE

## POLICIES AND PROCEDURES

**AREA:** Student Affairs

**NUMBER:** Policy 4.14

**SUBJECT:** Residential Life and Campus Housing Requirements

Blue Mountain College, in order to develop an overall educational experience and foster general student welfare and culture, has made a sizeable commitment to providing a residential environment promoting better student relationships and broader exchange of intellectual thought. Living on campus is a privilege and adds a wonderful dimension to a student's life and education. The College provides a community living environment where students can develop academically, socially, and spiritually. Every effort is made to make living on campus convenient, comfortable, and pleasant.

Blue Mountain College expects each student to adhere to the highest standard in code of conduct related to college housing on and off campus. Policy 4.13: Student Conduct and Judiciary Section 4: Proscribed Conduct/Student Responsibilities explains A. Jurisdiction of the College which would include college housing and B. Conduct- Rules and Regulations which includes 31 points of emphases. [Cross reference with Policy 4.13: Student Conduct and Judiciary]

### 1. General

The residence halls are reserved for students under the age of thirty enrolled for classes at the College. Generally, full-time status is required, but exceptions are occasionally made for students with special circumstances. Housing is filled on a first-come basis. Students living in the residence halls may not be enrolled in more than 6 credit hours of distance education per semester without special permission from the Dean of Students.

Housing is available for students enrolled in Internship in Education directed teaching (ED-477 or ED-488). If the student intern remains in College housing for the full semester of the internship, the student is required to pay a full semester fee for room and board. Adjustments will be made for meals eaten off campus during Internship. If the student intern vacates College housing when the off-campus Internship begins, the student will be charged room and board only for the weeks lived in College housing. Student interns must file a written request in the Office of Student Services if partial semester housing and food services are needed for the semester of Internship.

### 2. Closings

All campus residence halls (as well as food services) will be closed during regular College recesses as indicated in the College Calendar. Residence halls, once closed, will not be reopened prior to the stated time of reopening. Storage of personal items during the summer is not available.

Due to the special circumstances of international students, the College will assist in helping to accommodate needs on an individual basis.

### 3. Room Assignments

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Residence hall housing assignments are made by the Office of Student Services. The residence halls and College houses are designed as “single sex” accommodations according to birth gender. Before any room reservation is made for a new student, a room deposit must be paid to the Office of Business Affairs. This deposit will constitute a breakage fee and will be refunded, less any charges for damages, upon written request when the student vacates College housing. The written request for any refund must be made within two weeks of vacating College housing. A student will not be given a room assignment or key until after the student has paid the room deposit.

Willful destruction or defacement of College property will be charged to the student(s) responsible. Damage of property in a room will be charged equally to the occupants of the room when the person directly responsible cannot be identified. All damage charges for community property such as bathrooms, lobbies, and hallways will be the responsibility of all resident students on the floor of that particular residence hall when the person(s) responsible cannot be identified.

#### 4. Staffing

Each residence hall is supervised by a Resident Director who has a staff of Assistants. These Assistants are assigned through the Office of Financial Aid in consultation with the Resident Director and the Dean of Students. These Assistants play a vital role in management of the residence halls and student development.

When additional residential space is needed to accommodate the number of resident students, upperclassmen may be assigned to College-owned residences adjacent to the campus. The role of the Resident Director in College-owned residences will be fulfilled by the Resident Directors of Cockroft Residence Hall, Stevens Residence Hall, or Whitfield Residence Hall. The Dean of Students will assign these additional responsibilities when necessary.

#### 5. Guests in the Residence Halls

The College has several rooms designated as guest rooms in Whitfield Hall and Stevens Hall. These may be reserved for family or adult friends of students through the Office of Student Services. There is a fee charged for the guest rooms.

Room guests of student residents are permitted when suitable facilities are available without disturbing other residents and when there is no distraction from established routine. Guests are expected to respect residence hall regulations. The Resident Director must be notified when students have overnight guests.

Children are not allowed to stay overnight in student rooms unless permission is granted from the Dean of Students. Baby sitting services are not permitted in residence halls. The College assumes no responsibility for any injury to any child visiting in the residence halls. [Cross reference with Policy 5.23: Campus Safety]

#### 6. Safety

College safety is the responsibility of every student; therefore, students are asked to use good judgment while they are residents of the campus community. All suspicious activity should immediately be reported to the Resident Director, the Office of Business Affairs, or Campus

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Security. Information about campus emergency procedures is published in the *Blue Mountain College Student Handbook* and the *Blue Mountain College Handbook for Graduate Studies*. Students are advised to keep residence hall room doors locked whenever they are out of the room. For the protection of all residents, no residence halls outside doors are permitted to be propped open. In the event of an emergency, students should follow the directions of the Resident Director.

Each resident student is given the opportunity to provide emergency contact information to College officials. This information is provided on a voluntary basis for individuals over the age of 18 and is required for individuals under the age of 18 who are not emancipated individuals. The College will use this contact information in the case of emergencies such as severe illness, severe injury, matters of life and death, missing persons, etc. The contact will be made no later than 24 hours after the emergency has been determined. In the case of a missing person, the College will contact law enforcement officials when the student has been missing for more than 24 hours if the student is over 18 and chose not to provide confidential contact information to College officials or if the missing student is under the age of 18 and is an emancipated individual.

The College prepares and publishes annually a fire safety report including statistics on the number of fires in each on-campus housing facility, fire safety measures taken, and plans for future improvements in fire safety if determined necessary. The College maintains a log recording all fires in on-campus housing. [Cross reference with Policy 5.23: Campus Safety.]

### 7. Residence Hall Hours

Residence hall hours will be established and publicized in the proper publications, i.e. *Blue Mountain College Student Handbook*.

### 8. Courtesy Hours

In an effort to allow time for rest and serious academic pursuit, it has been determined by the College administration in consultation with students that daily quiet hours are in effect in every residence hall. There are special quiet hours during exam week. These hours are published in the *Blue Mountain College Student Handbook* and the *Blue Mountain College Handbook for Graduate Studies* and are posted in the residence halls during exam week.

### 9. Private Rooms

The following guidelines apply to private residence hall rooms:

- Requests for private rooms are to be submitted in writing to the Office of Student Services.
- Private rooms are available only as residence hall occupancy and space permit.
- The cost for private rooms shall be greater than the normal room rate.
- Cancellation of a private room request must to be made in writing to the Office of Student Services before registration for the upcoming semester.

### 10. Housing Requirement

The College recognizes the experience of residential living as a valuable part of students' education. Opportunities abound each day for students to integrate their faith and their behavior as they develop a genuine respect for other students' needs and interests, build lifelong friendships, practice healthy communication/conflict resolution skills, and utilize leadership skills.

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Therefore, the College requires all unmarried, full-time students under the age of 21 to live on campus. A student is exempt from this requirement if she/he meets at least one of the following:

- She/he is considered to be an independent student. Proof of this independent status must be on file in the Office of Financial Aid.
- She/he is living at home with her/his parents and is commuting to school.
- She/he lives with immediate members of the family and is commuting to school.

The following guidelines apply to all residents of College housing:

- Students who live in College housing have paid a room deposit at the time of application. This deposit serves as a damage deposit and is refundable, less any charges for damages, upon written request when the student vacates College housing. The written request for any refund must be made within two weeks of vacating College housing.
- If a student wishes to drop below 12 undergraduate credit hours (full time) or nine graduate credit hours (full time) and desires to continue living in a residence hall, the student must first present a request to do so in writing to the Office of Student Services. [Cross reference with Policy 2.09: Academic Load.]
- If a student withdraws from classes through the Office of the Registrar, the student will be expected to vacate her/his room immediately upon withdrawal from the College.
- If a student stops attending classes without officially withdrawing from the classes in the Office of the Registrar, that student will be asked to vacate College housing.
- If a student vacates the residence hall prior to the end of a semester, adjustments will be made to the room and board costs, except in the case of expulsion from the College.

Students are responsible for keeping their own rooms and all College furnishings contained in the rooms clean and free from damage. Abuse of their rooms, grounds, or furnishings will result in required restitution for damages. Fines will be assessed if appropriate. Loss of privileges, suspension, and/or dismissal may be possible.

The College, while endeavoring to provide attractive housing for resident students, retains all the rights of ownership. All who reside in College housing agree to abide by all College regulations applying to residence life.

The College is not responsible for loss of or damage to personal property of residents due to theft, fire, wind, rain, flooding, disruptions to electrical service, and plumbing problems. The College recommends each student carry insurance protection against loss and damage of personal property.

At the time of check-in, each student will be given a Housing Checklist/Agreement. The checklist will contain an assessment of the condition of the room, inventory of the furniture in the room, and notation of any damage or deficiency in the room. The Resident Director will sign the Housing Checklist/Agreement as to the condition of the room and the student will sign the document agreeing to the condition of the room. The student will also sign the Housing Checklist/Agreement in commitment to take care of the room and furnishings and to follow the rules and regulations found in the *Blue Mountain College Student Handbook* and the *Blue Mountain College Handbook for Graduate Studies*. The Resident Director will use the Housing Checklist/Agreement to assess the condition of the room when the student vacates the room. The student should leave the room clean with all personal items removed. Any damages and/or

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removal of furniture will be charged to the student. The room key should always be turned in to the Resident Director when the student vacates the room. The key deposit is returned to the student when the key is returned to the Resident Director.

The College reserves the right to inspect any room on campus at anytime. College officials may enter a student's room in the course of the performance of their duties to assure proper maintenance, to provide for the health and safety of residents, and/or to assure College housing regulations or other College, state, or federal regulations are not violated. Every effort will be made to respect the privacy of students.

Room check for cleanliness may be conducted on a weekly basis and is announced in advance. During room check, deficiencies may be noted and students will be notified to take corrective action.

Changes in residence/room assignments for all students are made only through the Office of Student Services. Requests to make such changes must be made in writing, and no changes will be made until written notice has been issued to all involved parties.

When additional residential space is needed to accommodate the number of resident students, upperclassmen may be assigned to College-owned residences adjacent to the campus. All residential life regulations and campus housing requirements apply to students assigned to College-owned residences.

The College reserves the right to cancel the housing reservation of any student at any time or to change a student's room or roommate.

### 11. Housing Appeal

Exemptions to the above stated Housing Requirement may be made by the Housing Appeals Committee which is made up of representatives of the Office of Student Services and the Office of Business Affairs. Any student who feels circumstances merit an exemption should make a written appeal to the committee. All appeals may be addressed to: The Housing Appeals Committee, P. O. Box 160, Blue Mountain, MS 38610.

### 12. Housing Checklist/Agreement

Each student is to read and sign a Housing Checklist/Agreement before moving into a residence hall. The Housing Checklist/Agreement will be used to determine any damages at the time of checkout.

### 13. Visitation Policy

The residence halls and College houses are designed as "single sex" accommodations according to birth gender. The lobbies/parlors of the residence halls are open during posted hours. All areas of the residence halls, other than the lobbies/parlors, are restricted to women only in female residence halls and to men only in the male residence halls. No member of the opposite sex may visit those restricted areas unless accompanied by Blue Mountain College personnel. Visitation begins at 9:00 a.m. and ends at midnight. Male visitors inside female college houses or female

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visitors inside male college houses are strictly prohibited unless accompanied by Blue Mountain College personnel. Visitation may occur on the front porch of the house from 9:00 a.m. – midnight.

### 14. Checking Out

When vacating housing a student is expected to remove all personal belongings from the room. The student must remove all other items, sweep the floor, and turn in the room key to the Resident Director. Charges are assessed when a student fails to properly clean his/her room. Failure to check out in person with the Resident Director results in immediate forfeiture of the room damage deposit. [Cross reference with Policy 5.25: Student Refunds.]

### 15. College Housing During Summer School and Other Special Terms

College housing for summer school students is available upon request. Students are not required to live in College housing and age restrictions are removed. All general College rules and expectations apply to summer school resident students.

College housing for students during special terms other than summer school may be available. Requests should be directed to the Office of Student Services.

SOURCE: Board of Trustees: July 01, 2016 (Executive Committee); October 02, 2015; February 28, 2014; February 22, 2013; October 08, 2010; October 02, 2009; October 03, 2008; November 27, 2006; October 06, 2006; June 19, 2006; October 07, 2005; February 24, 2005; October 01, 2004; February 21, 2003.

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