



Miles College
Policy and Procedure Library

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Chapter 9, Office of Student Affairs

Section 14, Policy and Procedures for Residential Life and Housing Services

Approval Authority: Vice President of Student Affairs

Responsible Executive: Vice President of Student Affairs

Director of Residence Life and Housing Services

Responsible Office(s): Office of Student Affairs, Residence Life and Housing Services

Effective: August 15, 2020

Reviewed: October 21, 2021

Policy and Procedures for Residential Life and Housing Services

Policy Statement

Miles College aims to stimulate the student's awareness and appreciation of accepted societal expectations. The purpose of Residence Life and Housing Services is to provide accommodations for residential students to encourage academic achievement and positive interaction with each other. Residential Life and Housing Services adds to the mission of the College to prepare students for leadership and involvement in a global society and to promote the learning, growth, and personal development of the whole student.

Entities Affected by the Policy

Students
Staff

Policy Background

Miles College currently has the following residential properties:

Murchison Hall-for male students

Pitts Hall-Females

Stewart- Reddick Hall Stewart-Females Reddick-Males

Bass Hall-Males

Snorton Hall-Females

Policy Procedures

RESIDENCE LIFE AND HOUSING SERVICES POLICIES AND PROCEDURES

STAFF: The housing program at Miles is designed to promote living-learning centers, where emphasis is placed on enhancing the academic pursuits of the residents. Professionals, paraprofessionals and students constitute the housing staff. Each staff person is selected on his/her ability to aid students in all aspects of their ability as well as the management of the living units.

Each resident staff member should be familiar with his/her job description. A copy of the job description should be readily accessible to the individual. Any questions regarding job description should be directed to the Director of Residence Life and Housing Services or the Dean of Student Affairs. The chain of concern should always be followed regarding questions and issues related to job descriptions.

EMPLOYEE FILES AND PERSONAL DATA RECORDS: A master file of all residence hall staff will be on file in the Office of the Dean of Student Affairs and/or the Office of the Director of Residence Life and Housing Services. This file will contain the following:

1. Job description
2. Written communications
3. Copy of work schedule
4. Telephone number, address, phone number and address of next of kin
5. Resume if applicable
6. Written evaluations by the immediate supervisor

Each staff person has the right to review his/her file.

EMPLOYEE EVALUATION: Each staff member will be evaluated by his/her immediate supervisor each year. Appointments will be scheduled to review evaluation results. A staff person may appeal the results of his/her evaluation to the Director of Personnel.

DORM AND STAFF MEETINGS: Staff meetings will be scheduled regularly. Residential staff will be notified in writing or verbally regarding the date, time, and place of staff meetings.

Residential hall meetings should be conducted as needed in the residential halls. Housing services coordinators and Residence Life Specialists/Coordinators should assist and be present at residence hall meetings. The Director of Residence Life and Housing Services should be notified of all residence hall meetings.

Minutes of both staff and dorm proceedings should be kept.

STUDENT RECORDS: All residential students must have a file in the residence hall where he/she resides. The file will contain the following:

1. Housing application (scanned to file)
2. Signed housing contract
3. Copies of written communications including fines
4. Room inspection reports
5. Health form
6. Housing identification card

When it becomes necessary to suspend a residential student, a copy of the suspension letter must be placed in the student's file in the respective residential hall.

RESIDENT ROSTER: A roster of each residence hall should be compiled by the Director of Residence Life and Housing Services as soon as possible after registration. A copy of the roster should be sent to the Housing Services Coordinators, Security, and the Dean of Student Affairs.

COLLEGE HOUSING

Miles College maintains residence for approximately 800 students. This includes five residence halls.

All enrolled students who otherwise qualify and are approved for student housing must be registered for a minimum of three (9) semester credit hours during the summer semester and a minimum of (12) credit hours during the fall semester to maintain residency requirements.

All residence hall rooms are furnished and designed to house two (2) students, with the exception of Snorton Hall-Suite style (4 students per suite); Bass and Stewart-Reddick will house three students in some rooms. Laundry facilities are located in the basement and/or on the first floor of the residence halls.

Cable television has been installed in the individual rooms at the expense of the college. **Residence hall space is allocated in the order of receipt of room reservation fees.** If you request a roommate, monies for both students must arrive at the same time.

The residence halls are closed when classes are not in session and the College reserves the right to use rooms for conferences or conventions during vacation periods. Residence halls will be closed for the following holidays: Christmas; New Year's; and Spring Break; Thanksgiving (notice will be disseminated by the Dean when the College deems it necessary to leave the halls open during this holiday); the period between the completion of the academic year and the start of the summer session; the period between the end of the Summer Session and the beginning of the Fall Semester.

IT IS THE STUDENT'S RESPONSIBILITY TO SECURE ACCOMMODATIONS WHEN THE RESIDENCE HALLS ARE CLOSED.

RESIDENCE HALL CODE

In accordance with the philosophy of providing maximum opportunities for living and learning in an environment conducive to growth and psychological adjustments, the residence hall program includes those policies and regulations regarded essential to group living.

Under this code, it is the policy of the College to give to students a large degree of liberty consistent with good work and orderly conduct. This concept fosters the assumption of personal responsibility and the maintenance of integrity in all dealings involving students, faculty, and College authorities. The responsibility to set the right tone and attitudes on Campus is a part of student leadership.

The College's philosophy places marked emphasis on proper conduct, social graces, orderly behavior, good manners and grooming, and grooming, and concern for the individual, his reputation and the College Community.

It is the responsibility of all students in the residence halls to become aware of and to observe all published rules affecting their status within the residence hall system at Miles College. Housing rules and regulations may be found in the **HOUSING CONTRACT**.

The meal plan is required for all resident students. Individual who are assigned to the duplex have the meal plan. If you are to have a special diet from you doctor, see the Dean of Student Affairs and the cafeteria Director, they will provide you with this special diet.

HOUSING APPLICATION: The non-refundable \$150.00 housing application fee is required of all new resident students before a room can be assigned.

ROOM RESERVATION DEPOSIT: Housing contracts are for a period of one year. Students who anticipate residing in Campus housing for the next academic year MUST submit a Security Deposit of \$100 by May 1 to secure housing for the next academic year. This Security Deposit will be credited to the student's tuition account for the fall semester. The cost for single or private occupancy is double the regular cost of a room, only if room is available. Cost will be set-up by the Business Affairs office before room is assigned.

RESIDENT CHECK IN PROCEDURES: Upon the arrival of an individual to a residence hall, a copy of his/her validated schedule and an updated student ID must be presented as proof of enrollment. The following are also requirements for the Check-in Procedure:

1. Make sure the student has completed a Housing Application Form and has paid the Housing Application Fee. (Returning students must pay a Housing Reservation Fee.)
2. The student must complete the Housing Identification Card. Make sure the student identification number, home address and phone number, and the person to notify in case of an emergency section is completed. If the individual's name is not listed on the room assignment computer roster, please inform the individual that the room assignment is only temporary until clearance is received from the Director of Residence Life and Housing Services.
3. The Director of Residence Life and Housing Services with the assistance of Housing Services Coordinators will assign rooms before the students' arrival. Changes to room assignments cannot be made without the written approval of the Dean of Student Affairs.
4. Make sure the student reads and is thoroughly familiar with the Housing Contract, Rules and Regulations, and Housing Code. The student must sign the contract. (If under 18 years old the parent must sign) and is to receive a signed copy before he/she is assigned a room.
5. The Housing Services Coordinator or his/her designee, must accompany the student to the assigned room to inspect the room before the student moves into the room to insure that everything is in its proper place. The Check-In Inspection Sheet must be signed by the residential student and the inspector.
6. Insure the student is assigned a key and that the student signs the form indicating whether or not a key was received, and whether or not the key deposit was paid. Once a key has been given to a student, the student MUST BE CHARGED FOR THE ROOM.
7. The residential student must have a completed Health Form in his/her file. Make sure the student fills out the form and has a copy of his/her health insurance card on file. If the student does not have his/her own health insurance, he/she must subscribe to the student health insurance program.
8. If an individual moves into the residence hall for even one day, he/she will be charged for the full semester. Please be sure the student understands this.
9. All new residential students will receive a copy of the Residence Fines/Replacement Cost for College Property Form once check-in procedures are completed.
10. All residential students must complete the residence Renewal Housing Form at the end of each Fall Semester.

RESIDENT WITHDRAWAL PROCEDURES: Any residential student who withdraws from the residence hall and/or College before the completion of the semester must fill out a Withdrawal Form. A copy of the form must be filed in the student's residence hall file. The form will be delivered to the Business Office after it has been signed by the appropriate personnel in the Division of Student Affairs.

CARE AND INSPECTION OF BEDROOM: Residents are expected to take of their own rooms and to keep them clean and presentable. Cleaning supplies (brooms, mops and dustpans) should be provided by the student for the general cleaning of personal rooms. Stripping and removal of wax, waxing and polishing of floors will be done by the custodial staff, as needed.

Pictures and other objects may not be thumb tacked, nailed, or scotch taped to the

walls, doors, windows, or furniture. Masking tape and other special tapes will be permitted for this purpose.

Occupants are held responsible for damages done to furniture or other College property connected with their rooms. All damage or defacement of the institution's property will be charged to the occupants of the room.

Room inspection will be conducted on a weekly basis by the Residence Hall Director. Room inspection dates and times should be posted in a conspicuous location for the benefit of all residents of the residence hall.

COOKING: Is not permitted in the Residence Halls.

ELECTRICAL APPLIANCE: A usage fee of \$30.00 per semester is required for personal computers, microwaves, toasters, refrigerators, and stereos.

The following electrical appliances **MAY BE USED** in student bedrooms: radio, television, typewriter, tape recorder, clock, hair dryer, razor, electric toothbrush, and styling irons (be sure to unplug these appliances at all time when not in use.)

Electrical appliances which **MAY NOT BE USED** in the student bedrooms: heating pads, hot plates, George Forman grills, deep fryers, waffle or sandwich makers or any appliances not specifically listed above (unless special permission has been obtained from the Dean of Students Affairs).

Electrical cords must be of good quality, in good condition, and are subject to inspection and approval by the Department of Plant.

SMOKING: and flammables such as incense, candles, etc. are not permitted in the residence halls at any time. Violation of this policy will result in a fine and or automatic termination of housing contract.

PETS: or experimental animals including mice, hamsters, birds, reptiles or insect are strictly prohibited in any part of the residence halls.

RESIDENCE HALL GOVERNMENT: Living in the residence halls is considered a privilege and not a right. A student's residence on Campus is contingent on that student's compliance with the policies established for the general welfare of all residence hall students.

In order to be eligible to live in the residence halls, students must be officially enrolled at the College.

In accordance with the philosophy of providing maximum opportunity for living and learning, the College places marked emphasis on acceptable conduct, social and orderly behavior, cleanliness and basic concern for the individual rights of others as well as the integrity of the Institution.

Each residential unit has a governing body which is organized to unify a cohesive bond between the students, who bring to the residential units diversified backgrounds and geographical and cultural differences. This organization provides opportunities for interest and attitudinal expression through student-initiated activities.

RESIDENCE HALL FINES

(Subject to change at the discretion of the Dean of Student Affairs)

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| 1. \$50 | Missing a mandatory residence hall meeting without an excuse (per offense) |
| 2. \$50 | First warning of loud music/television |
| \$100 | Second warning of loud music/television |
| | Cancellation of housing agreement for third violation of loud music/television |
| 3. \$50 | Hanging clothes, towels, etc in or outside of window |
| 4. \$50 | Tampering with or removing light bulbs from hallway |
| 5. \$500 | Playing with fire extinguishers or the fire alarm |
| | May be subject to termination of housing agreement by Dean of Student Affairs |
| 6. \$100 | Standing in the window in underwear or indecently exposed |
| | May be subject to termination of housing agreement by Dean of Student Affairs |

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| 7. \$100 | Use of profanity (per offense) |
| 8. \$25 | Violation of room inspection |
| \$50 | Second violation of room inspection |
| | Cancellation of housing agreement for third violation of room inspection |
| 9. \$250 | Leaving room excessively dirty after check-out |
| 10. \$150 | Tampering with or destroying locks on doors |
| 11. \$250 | First violation of dormitory visitation policy |
| \$500 | Second violation of dormitory visitation policy |
| | Cancellation of housing agreement for third violation of visitation policy |
| 12. \$50 | Possession of alcohol in the room or in the parking lot or Public Intoxication |
| \$100 | Second possession of alcohol in the room/parking lot or Public Intoxication |
| | Third possession of alcohol in the room/parking lot or public intoxication will result in a cancellation of the housing agreement. |
| 13. | Possession of illegal substance with the intent to sell in room or parking lot will result in immediate expulsion. |
| 14. \$100 | First offense of smoking in the room |
| \$150 | Second offense of smoking in the room |
| | Cancellation of housing agreement for third offense of smoking in the room |
| 15. \$100 | First offense of insubordination to residence hall staff |
| \$250 | Second offense of insubordination to residence hall staff |
| | Cancellation of housing agreement and possible suspension for third offense of insubordination to residence hall staff. |
| 16. \$50 | Hanging out or talking out of dorm room window |
| 17. \$100 | First offense for entering or exiting out of emergency exits |
| \$250 | Second offense for entering or exiting out of emergency exits |
| | Cancellation of housing agreement for third offense of using emergency exits |
| 18. \$100 | First offense of being found guilty of using a grill or hot plate, burning candles, burning incense, or using a George Foreman Grill in the residence hall |
| | Cancellation of housing agreement for second violation of the above |
| 19. \$200 | Leaving belongings in the room if not registered for Spring Semester |
| | Items will also be discarded immediately. |
| 20. \$200 | Tampering with fire alarm/smoke detector in room |
| 21. \$500 | Tampering with security cameras |
| | Cost of labor and repairs for destruction of residence hall property such as toilets, sinks, water fountains, fire alarms, smoke detectors, thermostats, etc. |
| | Replacement cost of property will be subject to the current market price. |

IN HOUSE RESIDENT RULES

1. Resident students **MAY NOT** have overnight guest in their bedrooms, even if the roommate is away or the space is unassigned, unless special permission is granted by the Dean of Student Affairs. Any unauthorized person found in a building will become the responsibility of the occupants in whose room he or she is found or is staying and the penalty and/or charge will be levied upon the occupants.

For health and safety reasons, infants and children are strictly prohibited in the residence halls.

2. **Quiet Hours** are in effect between the hours of 11p.m. and 7:00 a.m. Monday through Thursday.
3. **Visitors.** All visitors must sign the sign-in sheet, even if they are students of Miles College. Identification must be left with the front desk. Room visitation by the opposite sex is strictly prohibited and may be just cause for a fine and/or termination of the housing contract.

4. **Loitering** is prohibited.

sit in the lobby unless they are visiting a specific resident student. Male resident students have cable television in their own residence hall and are encouraged to utilize their own facility.

- a) The residence hall steps are to be cleared of all residents and visitors at 10:00pm.
- b) The lobby area will be cleared during quiet hours and no later than 11:00 p.m. on weekends (residents included).
- c) Male visitors are not allowed in Snorton, Stewart or Pitts before the hour of 4:00 p.m. Female visitors are not allowed in Bass, Murchison and Reddick before the hour of 4:00 p.m.
- d) The parking lots adjacent to the residence hall must be cleared nightly by 12:00 midnight. The basketball Court adjacent to the residence halls will be cleared and secured by 10:00 p.m.

4. **Sick Trays:** A student who is ill and confined to a residence hall may have meals brought in. Students must obtain slips from sick trays from the Residence Hall Directors. Meals maybe picked up only during regular meal hours. For those students who are in need of medical attention, they are encouraged to go see a doctor or emergency personnel will be called as appropriate.

6. **Pregnancy:** For health, safety and legal reasons, Miles College Policy does not encourage pregnant women to reside in the residence halls.

In such cases, the following procedures are to be utilized:

1. Notify the College Nurse if available
2. Notify the Dean of Students and the Director of Residence Life and Housing Services
3. Notify the young lady's parents.

7. Because some students opt to study in the residence halls, There is to be no excessive noise, loud music or horseplay in the room, or hallways.

8. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, wagons, scooters, etc., is not permitted in residence halls at any time.

9. Use of residence hall facilities by anyone other than those Officially housed therein is prohibited without the specific written authorization of the Dean of Student Affairs or duly authorized representative.

10. Keys to College property may be held only by authorized Persons and may not be loaned to any others persons. Master keys may be held only by authorized persons in charge of a building, the security force, chief administrators of a given area, and the Director of Physical Plant. Students are responsible for their individual room keys. Students who lose their keys will be fined.

11. All secondary entrances are used as **EMERGENCY EXITS ONLY**. Residents are required to enter and exit through the front entrance only. Residents are specifically prohibited from opening secondary doors for any persons or tampering with, or in any way preventing doors from locking or closing properly. Violating of this regulation will result in a fine. All Doors in the residence hall will be locked at 11:00 p.m. daily or as otherwise posted by the Dean of Student Affairs office.

12. Emergency situations occurring in the residence halls are to be handled by the Housing Services Coordinator who will in turn notify Campus Security. Campus Security will contact the Fairfield Police Department if the need arises.

FIRE REGULATIONS

Fires can happen anywhere. A fire in a large building creates an enormous risk to everyone. Other reasons for evacuating residence halls include natural gas leaks, and storms. Knowing what to do is the key to surviving a fire emergency. Conducting regular fire drills gives you the knowledge and confidence to escape a fire safely. There are two steps for a good evacuation program – planning and practice.

Everyone should recognize and respond to the sound of the smoke detector or other fire alarm immediately. Immediate response is vital for a quick, orderly evacuation. Everyone should exit in an orderly manner to prevent confusion and minimize panic or injury. No one should push their way out an exit. Single file lines are best in controlling traffic to the exits.

Fire extinguishers and smoke detectors are provided in each building for the protection of the lives and property of each resident. There are two extinguishers on each floor of the residence halls.

In case of fire, each student should do the following if you detect a fire in its early stages; call 911:

1. Awaken your roommate.
2. Get a towel and dress, if possible.
3. Turn on and leave the ceiling light burning.
4. **DO NOT** open windows, except to escape a fire blocking your immediate exit, close your door, leave unlocked.
5. Go to the nearest **END OF THE HALL EXIT. Do not use the Center stairway.**
6. Proceed to a distance of at least 50 feet on the front lawn.
7. The Resident Director will check immediately for missing Students.
8. **DO NOT RETURN TO THE BUILDING UNTIL AN ALL CLEAR HAS BEEN ANNOUNCED.**

Fire Drills are conducted in the Residence Halls on a Regular Basis.

City of Fairfield Fire Department – 785-2422 or 911

Do not call the Fire Department with 911 with prank Calls. Your call can be traced and you will be prosecuted. Students who activate a false alarm will be fined and/or expelled from the residence hall.

STUDENTS WHO FAIL TO EVACUATE THE BUILDING DURING A FIRE DRILL OR A FIRE EMERGENCY WILL BE FINED.

TORNADO WATCH – TORNADO WARNING

March through October is “Tornado Season.” The following terms are used by media and emergency agencies when referring to tornados.

1. **Tornado Watch:** Weather conditions are ripe to produce these storms. You should be alert to changing weather conditions and be prepared to seek shelter should
Tornado Warning” be announced. a
2. **Tornado Warning:** A tornado has been sighted in the area.

In the residence halls, you will be notified by one or more of the following:

- a. Continuous sounding of area alarm;
- b. Radio/TV news bulletins;
- c. Verbal notification from Residence Hall staff.

Upon receiving such notice:

1. Close your room windows (if open) to avoid water damage. Leave your

- room immediately.
2. Go to your designated safety spot.
 3. Grab a pillow, blanket, or coat to protect your head from flying objects.
 4. Residence Halls are equipped with weather radios. Listen to radio for weather bulletins.
 5. Refrain from using the telephone or entering your room during the danger period.
 6. Staff will notify when the danger is past.

There will be emergency familiarization programs as well as fire and tornado drills during the academic year. More specific information will be provided by staff.

STUDENTS WHO FAIL TO COMPLY WITH TORNADO DRILLS OR A TORNADO EMERGENCY WILL BE FINED.

Definitions

N/A

Responsibilities

Dean of Students	
Director of Residence Life and Housing Services	Responsible for appropriate oversight of the administration of the
Housing Services Coordinators	Residential Life Programs and Housing Services provided by the College.
Residence Life Coordinators	
Business Manager	

Violations of the Policy

Violations of the policy will result in loss of privilege to reside in student housing.

Interpreting Authority

President
Vice President of Student Affairs

Policy Adoption Review and Approval

Date
6/15/2011

Entity
Dean of Student Affairs

Action
Adopted

