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<th>Name</th>
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<tr>
<td>Anthony Florendo</td>
<td>Associate Director of Residence Life</td>
<td>215.895.3120</td>
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<tr>
<td>Grace Hanzelin</td>
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<tr>
<td>Deena Smith</td>
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<td>Samuel Rosenberg</td>
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<td>Judy Styles</td>
<td>Administrative Coordinator</td>
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For emergencies, please dial 911
August 2017

Dear Resident,

Welcome to your new home! It is our pleasure to have you as a member of our on-campus community. We hope that your experience here will be a positive and productive one!

By choosing to live on-campus, you have already taken an active role in enhancing your experience as a student at the University of the Sciences. Research has shown that students who live in residence halls feel more involved with their institution and are generally more satisfied with their college experience.

The residence halls are conveniently located near academic and administrative areas of campus and offer an environment that supports and complements your academic endeavors. Residence hall living offers you the opportunity to meet other students, forge friendships, and learn about other attitudes and lifestyles, as well as better understand yourself. Students who live in residence halls often experience significant personal growth as a result of their new found independence.

We ask that you read through the Residence Life Handbook as it contains important information about services, policies, and procedures that affect you. In addition to reading the handbook, we strongly encourage you to meet and utilize the staff who live in your residence hall, who have been trained to aid you in a wide variety of situations. The Residence Life staff is committed to helping you resolve any concerns that may arise during your time on campus.

Best wishes for a great school year,

Anthony Florendo
Associate Director of Residence Life
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MISSION AND STAFF

The Office of Residence Life provides services and opportunities to engage, learn, and grow by establishing an on-campus living environment that is safe, secure, well maintained and which promotes personal growth, social development, the celebration of individual differences and academic excellence.

We want your stay on campus to be a positive one. To enhance your experience here, we provide a staff comprised of people trained to work in a living and learning setting.

Associate Director of Residence Life oversees the entire Residence Life program and supervises the professional staff. This person sets the tone for the residential programming on campus as well.

Administrative Coordinator handles billing transactions, campus room reservations, housing information, time reports, and general questions.

Graduate Assistant for Residence Life (GA) supervises the mail and desk operations of Goodman, Wilson, and Osol Halls. The GA is responsible for enforcing the guest policies.

These three members of the Residence Life team have offices within the Student Affairs suite on the first floor of Whitecar Hall. Together they coordinate the overall effort of providing a positive living environment for our on-campus residents.

The Residence Director (RD) and Graduate Residence Director (GRD) supervise the Resident Advisor staff. They are responsible for developing programs, counseling residents, and assisting residents in resolving roommate conflicts. They also work on facilities management, administration of housing operations, and share responsibilities for student development opportunities and activities. The RD’s have offices in Goodman Hall (around the corner from mailboxes) and Osol Hall (right next to the front desk).

The Residence Director and Graduate Assistant are trained to participate in an on-call duty rotation, responding to any emergencies that occur in the residence halls. They are referred as Professionals on Duty (POD).

Senior Resident Advisors (SRA) are undergraduate students who work along with the Residence Directors. These students are chosen based on their past performance as RAs and ability to execute multiple administrative tasks, as well as support the Resident Advisors in their buildings.

Resident Advisors (RA) live with the residents within the residence halls. They are undergraduate student leaders selected on the basis of their skills, interests, and abilities, which enable them to assist and advise students in obtaining the most from their experience on campus. Resident Advisors are here to listen to your concerns and enforce University policies. They may also be contacted for maintenance requests and general questions or problems. There are 8 Resident Advisors in Goodman Hall, 2 in Wilson Hall, 1 in Alexandria Hall and 5 in Osol Hall. RA’s also facilitate, plan, and implement community development and educational activities within the residence halls. Programming provides a medium for individuals to gather and get to know each other and provides opportunities for socialization and exploration of different issues. There is an RA on Duty every night (8:00 p.m.–8:00 a.m.)
to respond to any incidents, questions, or concerns and can be contacted through the front
desk of Goodman, Wilson, or Osol Hall. You can contact your RA on Duty by visiting the front
desk of Osol, Goodman, or Wilson Hall.

Service Managers (SM) are student leaders that assist the Graduate Assistant in
supervising the 70+ Service Attendants that work the front desk and mailrooms of
Goodman, Wilson, and Osol Hall.

Service Attendants (SA) are workstudy and non-worsktudy student employees that are
stationed at the residence hall front desks to ensure the safety and security of the
residential population. SA s are also responsible for signing guests in and out of the
halls, give out gaming supplies, and call the RA on Duty.

Maintenance and Custodial Staff are members of the Facilities Staff that work closely
with the Residence Life staff. They respond to work orders and repair maintenance
problems within the residence halls.

MAIL AND PACKAGE DELIVERY

To ensure accurate and timely delivery of your mail, please address any letters or
packages to the name of record with the University. In addition, at the conclusion of
the academic year, please fill out a change of address form with the US Postal Service.
Also make sure to change your address with senders.

Residents can pick up their mail and packages at 4619 Woodland Avenue (corner of
Woodland Avenue and South Markoe Street) during operating hours. Packages will be
placed in smart lockers, accessible 24/7.

Mail is only available via mailroom staff (Monday-Friday, 9am - 5pm).

Residents will receive notification with specific instructions when a letter or package is
ready for pickup. Do not forget to bring your student ID!

Only residents’ mail and packages will be accepted by mailroom staff. All mail delivered
for former-residents or commuters will be returned to sender. In addition, all packages
that arrive during the breaks will be returned to sender.

The US Postal Service recommends to never send cash or coins via standard mail.

TELEPHONES AND WIRED INTERNET

The University will provide residents with wired internet access, phones, phone line
access, voicemail, and on-campus and local calling by request only. Long-distance calls
can be made using calling cards. To request a phone or wired internet access, please
contact the Technology Help Desk (215.596.7575 or helpdesk@usciences.edu). Service
will be activated within two business days and residents will be responsible for the cost of
replacing a phone if it is not returned in working order at the end of the academic year.
VISITATION

Only those students who have entered into a housing agreement with the University may reside in on-campus housing. All residential students have access to their residence hall with their University ID card. Any person without ID card access to a residence hall is considered a guest, and must be properly registered at the residence hall front desk with a host of that building. Guests must be 18 years of age to visit the residence halls.

Residents should remember that having a guest on campus is a privilege. Prior to registering a guest, the student host must discuss the visitation with their roommate(s). A roommate may refuse to allow a guest to visit and/or stay overnight.

Residents must accompany their guest(s) at all times. Residents are responsible for any damages or violations caused by their guest(s) including all potential sanctions and financial responsibility. Any host or guests found in violation of any of the Housing Agreement or Residence Life Handbook may have their hosting or visiting privileges revoked.

Visitation Hours

• Guests may be signed in and out by a Service Attendant or Public Safety Officer is staffing the desk (7 am–12:30 am, Sunday through Thursday; 7 am–1:30 am, Friday and Saturday).
• Guests will only be able to access the building with their host present.

Guest Restrictions

• Hosts must remain with their guests at all times in the building.
• All guests (whether daytime or overnight) must be over 18 years of age with valid photo ID.
• Residents may not register more than 2 guests at a time.
• Residents may not register the same guest for more than 2 nights in a given week.
• Residents may only register a guest in the residence hall they are assigned to.
• A guest may not remain in the halls for a period that exceeds the maximum 2 days in a week, even if signed in as a guest through an additional/different host.
• Guests must leave the building by 6 pm following the second evening of their visit.
• Overnight guests are not allowed during Final Exams Week or Welcome Weekend. Overnight guest violations during this these periods will minimally result in revocation of all guest privileges for the period.
• In rare circumstances, the Professional on Duty may allow an overnight guest to stay despite the host and guest violating visitation policy. When this is done, it is to ensure the guest’s health and/or safety. The host and guest may face conduct action afterward.
• Students on a Medical Leave of Absence (MLOA) or Leave of Absence (LOA) are not permitted in the residence halls until they have been cleared to return to classes unless granted permission by the Dean of Students.
To provide a comfortable and safe living experience for all residents, Residence Life offers non-first year students the opportunity to reside with someone of a different sex or gender in Alexandria. Within such mixed apartments, each resident will have his/her own single bedroom, while sharing a living/dining area, kitchen, and single-occupancy bathroom.

Such gender-neutral housing provides more living options for students who may identify as lesbian, gay, bisexual, transgender, or questioning (LGBTQ) and/or who may be uncomfortable living with a same-sex roommate (at times due to fear of harassment or bullying). This form of housing supports USciences’ non-discrimination policy around sex, gender, and sexual orientation.

Additionally, gender-neutral housing replicates an off-campus housing option (tenants of any sex, gender, or sexual orientation residing with one another) that USciences students may encounter. By providing this option while still on campus, RAs and RDs can assist students through this very adult decision and with any difficulties they may encounter. Further, this practice is in-keeping with many of our peer institutions, including UPenn, Swarthmore, Haverford, Rutgers, Drexel, and Temple, which have either adopted or are in the process of adopting gender-neutral housing.

Any student who chooses to reside with someone of a different sex or gender will sign an additional housing agreement, assenting to this living arrangement.

Single-occupancy residence hall bathrooms are considered “all gender” or “gender neutral” bathrooms. These gender inclusive bathrooms provide a safe space for people who—because of their gender identity or expression—don’t feel comfortable using a male- or female-designated bathroom. Residence Life expects that residents respect these spaces. No more than one person may use these gender inclusive bathrooms at a time. Doing otherwise will result in conduct action.
OCCUPANCY CONDITIONS

The residence halls have been designed and furnished to provide students with a home away from home. Learning to live with others is an important aspect of university life. In order for residence halls to be a conducive environment for living and studying, residents are expected to conduct themselves in a manner that is respectful of others. Therefore, the following conditions have been established based on the premise that on-campus living is a privilege.

General

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means radios, TVs, stereos, and speaking voices shall be kept low.
4. Common areas shall be used for the designated purpose and not as places to sleep.
5. Quiet/courtesy hours shall be observed according to Residence Life Regulations.
6. Residents shall cooperate with all University personnel, including but not limited to Residence Life, Facilities Services, Public Safety staffs, and Philadelphia Police.

Terms of Billing

1. Students residing in a 10-month housing option will be billed twice. The billing periods will be for the Fall 2016 and Spring 2018 terms.

Financial

1. The agreement period for room or room and board is for the academic year 2017–2019 (for incoming students whose permanent address is beyond 30 miles of campus) or 2017–2018 (for upperclass students or incoming students whose permanent address is beyond 30 miles of campus). Each resident will be liable for payment in full for this period.
2. The residence halls are closed during the Thanksgiving holiday, semester break, and spring break. Break housing may be provided based upon demand. Students are expected to leave the residence halls within 24 hours of their last exam at the end of each semester or at a designated time determined by Residence Life.
3. The University shall retain a security deposit of $200.
4. From the security deposit, the residents will incur the cost of damage to a hall or floor not attributed to a specific individual(s). For any charges that exceed the $200 deposit students will still be expected to pay for those costs.
5. Students must maintain a deposit of $100 at all times, net of charges. Failure to do so may result in a dean’s hold on registering for classes for the next semester.
6. Security deposits are non-refundable if a resident leaves the residence hall before the end of the agreement period.
7. Students identified as responsible for vandalism, missing items, and/or those fined for infractions of University or Residence Hall Regulations must pay in full upon receipt of charges. Fines not paid by the due date will result in penalties, including but not limited to additional charges against the security deposit and potentially a ‘conduct hold’ on the student’s record.
8. All remaining security deposit money will be automatically applied to subsequent housing agreements. Deposit money remaining at the end of the housing agreement, will be credited towards the student’s tuition bill, provided the student elects not to return to campus housing.

9. The University assumes no responsibility for the loss, destruction, and/or theft of any students’ personal possessions at any time, including those times when students are attending or absent from the University. Students are encouraged to inventory their possessions periodically, engrave their names on personal possessions, record the serial numbers, and keep possessions in a safe place. Students are discouraged from bringing valuables to campus. Students are encouraged to lock their doors and obtain personal property insurance for personal possessions.

**Meal Plans**

1. All first-year residents, regardless of room assignment, are required to be on either the “Ultimate 700” meal plan with declining balance or the “10 Meal Plan” with declining balance.

2. All second-year and above residents of Goodman, Wilson, and Osol are required to be on either the “Ultimate 700” or “10 Meal Plan” meal plan with declining balance.

**Safety and Security**

1. All students residing in University housing are required to obtain the Meningococcal Vaccine and submit documentation of vaccination to the Student Health Center by August 1, 2017. Students residing in University housing are not permitted to waive the Meningococcal Vaccine requirement. Failure to obtain a Meningococcal Vaccine will not constitute a valid housing exemption; students who fail to comply with this University housing policy will still be billed for their required campus residence costs.

2. Health and safety inspections of each room, apartment, and suite will be conducted on a monthly basis.

3. Fire and safety equipment is to be used for emergencies only. Any tampering of fire and safety equipment will result in a conduct violation and may rise to being reported to city officials.

4. Residents can only occupy one assignment (bed, chair, desk, closet/wardrobe/dresser) at a time, regardless if resident does not have a roommate(s). Residents must not slow down the process of a new roommate move-in through re-arrangement of furniture and/or personal belongings.

5. Unauthorized transfer from one housing assignment to another, or refusal to comply with mandated relocation of a room assignment is prohibited.

6. Residents and visitors must vacate the building immediately when a fire alarm sounds.

7. Individual keys and IDs are for the assigned resident’s use only and are not to be copied or given to anyone.

8. Lost keys must be reported promptly to the Residence Life staff. A charge may be deducted from a student’s security deposit.

9. Students must carry University ID cards and keys at all times, and IDs must be presented each time when entering a residence hall.
10. Doors may not be propped/left open or unattended for any reason. Under certain circumstances, a door may be keyed open or chocked temporarily to provide access after Public Safety has been notified and can monitor or establish a physical security presence at said doors. Any damage or loss of property caused by chocked doors is the responsibility of the residents.

11. Residents are responsible for all conduct occurring in their room/suite, whether or not they are present.

12. Entering or exiting through windows is prohibited with the exception of an emergency evacuation.

13. Tampering with a window’s safety gate or screen is a safety risk and a chargeable conduct violation.

14. Throwing objects out of windows is prohibited.

15. Residents are not permitted to sleep in common areas.

16. Covering or obstructing smoke detectors or any other fire safety equipment is prohibited. Improper use of, and/or damage to, these items may result in charges and/or conduct action.

Prohibited Items

1. Automobile batteries and acids

2. Dangerous chemicals including all flammable and combustible liquids and all gas-powered items

3. Homemade or modified electrical wiring, or extension cords over 6 feet in length, or extension cords running under rugs or closet doors.

4. The possession of firearms, fireworks, knives, any object intended for personal bodily injury, and/or the storage of volatile or flammable materials is prohibited.

5. Cooking appliances (e.g. toasters, coffeemakers with open/exposed heating elements, microwaves, and popcorn makers) are prohibited in Goodman and Wilson, and are only to be used in kitchen areas of Osol. Mini refrigerators should be no larger than 3.5 cubic feet. Microfridges may only be rented or purchased through the University. Keurig and other single-cup coffeemakers are permitted if they are UL-listed with an enclosed heating element and plugged directly into an outlet. Only one mini refrigerator or Microfridge is permitted in a bedroom.

6. The possession of items that can be used to produce an open flame is prohibited including potpourri, incense, and candles (including candle warmers).

7. More than 3 electrical receptacles connected to 1 outlet.

8. Non-University issued furniture or locks to doors.

9. Bicycles, segways, hoverboards, and other transportation devices not authorized by Student Accommodations or Residence Life.

10. Bench weights, stationary bicycles, treadmills and other workout equipment.

11. Firearms, paintball guns, and other offensive (even decorative items), and ammunition (see Weapons Policy).

12. Window air conditioner units (see. Maintenance Concerns-Air Conditioning Units).

13. Posters or other flammable materials covering more than 1/3 of available wall space.

14. Wall hangings made of burlap, fishing nets, flags, wicker, or tapestries.

15. Light dimmers, ceiling fans, or any other device that interferes with any building fixture.
16. Animals, of any kind, are not permitted in the residence halls, with the exception of service dogs for an individual with a disability. Students who have a service animal for a documented disability should contact the Associate Director of Student Accommodations to seek reasonable accommodations. Dogs whose sole purpose is to provide emotional support, well-being, comfort or companionship for an individual are not considered service dogs under the Americans with Disabilities Act and are, therefore, not permitted in the residence halls. Students with emotional support animals should also contact the Office of Student Accommodations for assistance with housing.

17. The University’s smoking policy prohibits smoking and the possession of smoking paraphernalia (e.g. pipes, hookas) on all campus property, including both inside and outside of the residence halls.

18. All halogen lamps are prohibited in the residence halls.

19. Students are not permitted to bring their own loft units. Residents who wish to bunk/debunk their beds must contact Facilities Services. Students are required to utilize University-provided furniture (including bed frame and mattress).

20. Non University-issued space heaters.

21. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the Residence Life staff.

Prohibited items that are found will be confiscated or disposed of by either Residence Life or Public Safety. Depending on the health and safety risk, confiscated items may be stored for a limited amount of time where possible. Students may retrieve confiscated items only if they are taking them home or after serving the designated sanction for the possession of the prohibited materials. Should prohibited items be found a second time, additional sanctions may be imposed. Confiscated items that are not retrieved by the last day of the semester, in which they were confiscated, will be assumed abandoned and may be discarded. In the event that the prohibited items are live animals, the resident must immediately remove the animals from the premises, and a sanction will be imposed. These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections.

Vandalism

1. Students involved in vandalism may be fined, sent through the Student Conduct process, and/or banned from the residence hall(s).

2. The Associate Director of Residence Life shall determine what constitutes vandalism.

3. A surcharge of $75 may be added to repair bills.

Alcohol/Other Drugs

1. The Commonwealth of Pennsylvania prohibits the consumption of alcohol by anyone under 21 years of age.

2. The University prohibits student consumption, possession, or presence around alcoholic beverages or paraphernalia (including decoration), regardless of age, in or near the residence halls.

3. Intentional use, possession, sale, transfer, and/or offer of transfer of any controlled drug as well as the possession of with associated drug paraphernalia for non-medical purposes is prohibited.
Visitation

1. All guests must be registered by their host with the Service Attendant, and signed out at the termination of their visit.
2. Overnight guests must be registered before 12:30 am on Sunday through Thursday, or before 1:30 am on Friday and Saturday. Non-overnight guests should be properly signed out before these times as well.
3. Overnight guests must be 18 years of age or older.
4. No resident may have, at any one time, more than two guests.
5. Residents are responsible for any damages and/or violations caused by their guest(s) including all potential sanctions and financial responsibility.
6. Guests violating any conditions of occupancy may lose all visitation and overnight privileges.
7. Any person who does not live in a particular residence hall must be signed in as a guest. This includes all other University students and residents of other residence halls.
8. All residents must have the approval of their roommate(s) before any visitors/guests enter their room.
9. Overnight guests are not permitted during the first week of the academic year and the week of final exams, unless given approval by Residence Director.

Maintenance

1. All Goodman, Osol, and Wilson maintenance problems shall be reported to Facilities Services.
2. In case of emergency, all maintenance problems may be reported to the Residence Life staff and/or Public Safety staff.

Housekeeping

1. The cleaning of bedrooms is the responsibility of the occupants.
2. Residents are financially responsible for anything beyond routine cleaning caused by inappropriate behavior as determined by the Associate Director of Residence Life.

Parking

1. First-year students are not permitted to have cars on campus.
2. Parking spaces are available for a limited number of upper-class students for a fee. Arrangements may be made through Auxiliary Services.

I understand that USciences:

1. May revoke a room agreement by giving not less than a one day notice for any of the following reasons:
   a. abuse, theft, removal, and/or destruction of University and/or residence hall property
   b. possession of firearms, fireworks, ammunition, explosives of any kind, flammable materials and/or weapons of any nature, in or near the residence halls
   c. illegal use of fire equipment in the residence halls
   d. illegal use, possession and/or distribution or sale of alcohol, narcotics, dangerous drugs, or hallucinogenic substances in or near the residence halls
e. assault of a resident, guest, and/or University personnel in or near the residence halls
f. repetitive disruptive behavior, as determined by the Director of Student Life, including but not limited to the demonstrated lack of respect for others, especially University staff
g. posing a threat, to the safety and well-being of him/herself or other members of the community (as determined by the Director of Residence Life).

In such cases, there will be no return of room and board fees.

2. Shall take disciplinary actions according to the guidelines in the Residence Life Handbook and/or the Student Handbook.

3. Reserves the right to refuse the re-application of residents for University housing based on their behavior.

4. May require a psychiatric evaluation and follow-up treatment of a resident if there is specific behavior that would warrant concern regarding the safety of the student as well as other residents. This evaluation and follow-up treatment may be a stipulation for the student to remain a resident.

5. Reserves the right to enter student rooms to make repairs, in cases of emergency, and/or to conduct investigations, inspections, or seizures in order to secure and protect the policies. The University recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.

6. Reserves the right to make room assignments and residence hall changes. The Associate Director of Residence Life may make necessary changes at any time during the year, including consolidation.

7. Requires all unmarried first- and second-year students under the age of 21 with permanent addresses at the time of their enrollment deposit beyond a 30-mile range to reside in University housing.

WEAPONS POLICY

1. Policy Statement: The presence of weapons poses a direct and substantial threat to the safety of our faculty, students, employees, and visitors to our campus. All students (except for those on the rifle team during practices and competitions), faculty, employees (except for University Public Safety officers and law enforcement officers acting within the scope and course of their employment), former employees, former students, customers, vendors, and visitors are prohibited from possessing, carrying, or storing weapons on their person, on University premises and in any vehicle on campus without specific authorization from the Director of Public Safety.

2. Definition: For purposes of this policy, the term “weapons” includes any device, instrument, material, or substance that under any circumstances is readily capable of causing death or injury. Weapons include, but are not limited to, rifles, shotguns, handguns, pellet or BB guns, air guns, paintball guns, starter pistols, knives, sling-shots, billy-clubs, blackjacks, makeshift weapons, martial arts weapons, explosive materials, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus.
3. **Scope:** This prohibition includes licensed firearms or weapons and applies to all that are licensed to carry firearms or concealed weapons. Requests for exceptions from this policy should be addressed in writing to the Director of Public Safety.

4. **Enforcement:** The University shall have the right to seize any firearm or weapon from any persons on the campus. Violation of this policy may result in disciplinary action up to and including termination and/or expulsion. In addition, any person authorized to carry a weapon on campus, including any University Public Safety officer, who uses a weapon in an unauthorized or inappropriate way is subject to disciplinary action up to and including termination and/or expulsion. Philadelphia Police will be called to respond.

### QUIET HOURS

1. Quiet hours are in effect from 11 p.m. to 8 a.m., daily. Please note that Wilson Hall and particular wing(s) of Goodman Hall maintain 24-hour quiet hours.

2. During final exams (defined as the day classes end until the closing of the residence halls), quiet hours in all residence halls are in effect 24 hours a day.

3. Courtesy hours are 24 hours a day. This means all students should respect any reasonable request to reduce their personal noise level.

4. Any person in violation of quiet hours shall be referred to the Student Conduct Process.

### ALCOHOL AND DRUG POLICY

While specific procedures are noted below relative to on-campus residents, the University’s Drug and Alcohol Abuse Policy in the Student Handbook encompasses the full breadth of responsibility held by each student.

1. **It is assumed that someone possessing illegal substances or alcoholic beverages intends to consume them.** The possession of illegal substances, alcoholic beverages, alcoholic beverage containers and/or paraphernalia (such as a hooka) is prohibited in or near the residence halls. Should a Residence Life or Public Safety staff member discover a student showing signs of being under the influence of alcohol or illegal substances, in the possession of any illegal substances, in the possession of a beverage containing alcohol, with alcoholic beverage containers (including decorations) in or near the residence halls, or have reasonable suspicion of the use of marijuana, the following levels of sanctioning may be imposed:

   **Level 1**
   a. fine of $50
   b. completion of educational requirement
   c. parental notification
   d. additional sanctions as assigned

   **Level 2**
   a. fine of $75
   b. completion of educational requirement
   c. participation in four substance abuse workshops
   d. parental notification
   e. additional sanctions as assigned
Level 3

a. fine of $125
b. completion of educational requirement
c. participation in four substance abuse workshops
d. initiation of Drug and Alcohol Abuse Policy (referral to Dean of Students)
e. substance abuse evaluation
f. parental notification
g. additional sanctions as assigned

2. **Guests are not permitted to use or possess illegal substances, consume alcoholic beverages, or possess alcoholic beverage containers in the residence halls.** If a guest is found with alcoholic beverages or containers or is found with illegal substances, he/she may be asked to leave and the resident host will be subject to conduct action as directed above.

3. **Incidents may be referred to the Student Conduct Process, and further conduct actions may be taken.** Additionally, in cases of more serious infractions or severe intoxication, students may be directed to the Dean of Students for initiation of the University’s Drug and Alcohol Abuse Policy as listed in the Student Handbook, removal from the residence halls, or suspension from the University.

4. USciences is a smoke- and tobacco-free campus. As such, the following items are banned: cigarettes, roll your own tobacco, smokeless tobacco, cigars, pipes, hookah pipes, and other lighted or heated tobacco or plant product, including marijuana, intended for inhalation in any manner or form, as well as e-cigarettes, vaporizers, and any other oral smoking devices.

5. The presence of an odor of marijuana or cigarettes in a room or area of the residence hall, or the physical evidence of the use of prohibited/illegal items found in plain sight of the observer, however insignificant, including the presence of any form of drug or paraphernalia, whether such is being used at the time of discovery or not, constitutes a violation of this regulation.

**MEDICAL AMNESTY POLICY**

USciences is committed to ensuring a student’s health, safety, and well-being. To that end, the University seeks to reduce barriers for students who may need to seek emergency assistance for themselves or other students when alcohol or other drugs may be involved. To achieve this goal the University has adopted the following medical amnesty policy:

- Any student who actively seeks to contact a member of the University staff or certified emergency medical personnel for a medical emergency when their or another person’s health or safety may be in jeopardy will not be referred to the Student Conduct process as it relates to alcohol or other drugs.

- Recognized University organizations, student groups, or students that may be hosting or sponsoring an event who actively seek to contact a member of the University staff or certified emergency medical personnel for a medical emergency where a member or guest of that organization has their health or safety in jeopardy will not be referred to the Student Conduct process as it relates to alcohol or other drugs.
Students that commit other University or criminal violations (i.e. vandalism, disorderly conduct, possession of false identification, sale to minors etc.) associated with the incident may be referred to the Student Conduct process. No part of this policy will preempt any civil or criminal charges/proceedings brought forth by non-University parties. While individuals who invoke the medical amnesty policy for themselves or another student will not be referred to the Student Conduct process as it relates to alcohol or other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the Office of the Dean of Students. These educational and/or health requirements may include, but are not limited to, an online or in-person educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with Student Health and Counseling (SHAC). Students who fail to complete required programs will be charged with a violation of the Student Code of Conduct.

Students are allowed to invoke this policy as needed; however, repeated use of the policy may require further action by the University to ensure the health, safety and well-being of a member of the community.

Organizations or students hosting or sponsoring an event have a duty to maintain a safe environment for their members and guests. Please refer to the guidelines outlined in the Alcohol Use Policy in the Student Handbook. Any student organizations or students that fail to act appropriately during a medical emergency may be charged with a violation of the Student Code of Conduct.

**POSTING POLICY**

Only authorized postings submitted to the Residence Life Office by recognized student organizations and University departments should be posted. All postings that are not authorized will be removed and reported to the Residence Life Office and or Dean. Residence Hall floors should not be inundated with postings for one event. Posters will be removed shortly after the event has ended.

Unauthorized removal of approved postings, including announcements made by the residence life office, will result in disciplinary action.

**CYBER BULLYING POLICY**

Cyber bullying refers to any harassment that occurs via the internet, social media sites such as facebook/twitter/tumblr/snapchat/etc, instant messages, cell phones or other devices. Communication technology used to intentionally harm or threaten others through hostile behavior such as sending text messages and posting unwanted comments on the internet shall be deemed cyberbullying. Residence Life will take all Cyber Bullying violations extremely seriously, and will not tolerate any behavior that threatens, hurts, or intends to threaten or hurt. Any suspected violation of the Cyber Bullying policy will be referred to Public Safety investigation.

**SOLICITATION AND GAMBLING POLICY**

Residents are not permitted to use their room, suite, or apartment for any commercial purpose whatsoever. Solicitation by residents or guests is forbidden in the residence halls. Door to door advertising by outside vendors is not allowed. Gambling in any form in or around the Residence Halls is prohibited.
DOMESTIC VIOLENCE POLICY

Domestic Violence General Definition: Domestic Violence is a pattern of physical, emotional, verbal, and sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Domestic Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person in the context of a dating, family, roommate or caretaker relationship.

In a situation where one of these relationships have been claimed to have been affected by Domestic Violence, Philadelphia Police may be called, and students can be potentially arrested for the violation of the rule.

For more information regarding Discrimination and Harassment Policy, please consult the University of the Sciences Student Handbook.

BREAK CLOSINGS

Residents will be sent closing information approximately two weeks prior to each break. Residents should follow all instructions, which outline proper procedures to follow before leaving campus. Failure to follow these procedures may result in a charge. Residents who have closing violations may appeal with the Residence Director by submitting a formal letter within 5 days of receipt of charges. The decision of the Residence Director and/or Associate Director of Residence Life is final and cannot be appealed.

Based on resident need, one hall may remain open during Thanksgiving, winter, and/or spring breaks.
USciences operates under the premise that residents are much more than boarders—they are part of a residential community. As community members, every resident has a social responsibility for the maintenance of a vandalism- and damage-free living environment. While Resident Advisors (RAs), Service Attendants (SAs), and Public Safety promote safety and security within the hall, residents must also confront and report situations involving building damage. Those responsible for vandalism must come forward to spare his/her peers the cost of the damage; peers aware of damage caused by another community member are also expected to report the matter to the residence hall staff.

Damage to the building has a direct impact on the community’s well-being, as well as the cost of operating the residence hall. Community billing ensures that all members of a building/floor/apartment/suite are accountable to one another and act to deter harm to the community.

When a bill is assessed to the community, the Residence Director (RD) will notify all impacted residents of the damage, provide the cost to fix the problem (and brief explanation of how the price is derived, when available), and encourage those responsible to take ownership and/or those who know who is responsible to share their evidence. Community billing is only reversed if the responsible individual is identified, either through proof (photographic, written, audio, or video evidence) or a statement of admission from the responsible person is provided.

**ITEM DAMAGED**

<table>
<thead>
<tr>
<th>Item Damaged</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building key</td>
<td>$500</td>
</tr>
<tr>
<td>Apartment unit/suite key</td>
<td>$150</td>
</tr>
<tr>
<td>Bedroom key (and replacement lock)</td>
<td></td>
</tr>
<tr>
<td>OS, GO, WI double bedroom</td>
<td>$150</td>
</tr>
<tr>
<td>OS, GO triple bedroom</td>
<td>$200</td>
</tr>
<tr>
<td>OS suite</td>
<td>$300</td>
</tr>
<tr>
<td>Mailbox key</td>
<td>$50</td>
</tr>
<tr>
<td>Painting</td>
<td>$150</td>
</tr>
<tr>
<td>Wall covering</td>
<td>$50</td>
</tr>
<tr>
<td>Drywall repair (small)</td>
<td>$25</td>
</tr>
<tr>
<td>Drywall repair (large)</td>
<td>$50</td>
</tr>
<tr>
<td>Bathroom tile (wall)</td>
<td>$10/foot</td>
</tr>
<tr>
<td>Bathroom tile (floor)</td>
<td>$15/foot</td>
</tr>
<tr>
<td>Floor</td>
<td>$25/foot</td>
</tr>
<tr>
<td>Excessive trash</td>
<td>$75</td>
</tr>
<tr>
<td>Excessive cleaning</td>
<td>$75</td>
</tr>
<tr>
<td>Light fixture</td>
<td>$35</td>
</tr>
<tr>
<td>Toilet seat</td>
<td>$25</td>
</tr>
<tr>
<td>Toilet</td>
<td>$200</td>
</tr>
<tr>
<td>Sink</td>
<td>$150</td>
</tr>
<tr>
<td>Vanity</td>
<td>$150</td>
</tr>
<tr>
<td>Door damage</td>
<td>$100</td>
</tr>
<tr>
<td>Towel bar</td>
<td>$25</td>
</tr>
<tr>
<td>Window</td>
<td>$150</td>
</tr>
<tr>
<td>Couch</td>
<td>$950</td>
</tr>
<tr>
<td>Loveseat</td>
<td>$850</td>
</tr>
<tr>
<td>Chair</td>
<td>$750</td>
</tr>
<tr>
<td>Table (study area)</td>
<td>$450</td>
</tr>
<tr>
<td>Table (dining room)</td>
<td>$400</td>
</tr>
<tr>
<td>Table chair (study area, dining room)</td>
<td>$300</td>
</tr>
<tr>
<td>Desk with carrel (study room)</td>
<td>$450</td>
</tr>
<tr>
<td>Desk chair (study room)</td>
<td>$300</td>
</tr>
<tr>
<td>Bed frame</td>
<td>$325</td>
</tr>
<tr>
<td>Mattress</td>
<td>$150</td>
</tr>
<tr>
<td>Bed rail</td>
<td>$125</td>
</tr>
<tr>
<td>Bed ladder</td>
<td>$175</td>
</tr>
<tr>
<td>Dresser</td>
<td>$300</td>
</tr>
<tr>
<td>Desk (bedroom)</td>
<td>$375</td>
</tr>
<tr>
<td>Desk chair (bedroom)</td>
<td>$300</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$550</td>
</tr>
<tr>
<td>Stairwell light</td>
<td>$50</td>
</tr>
<tr>
<td>Ceiling tile</td>
<td>$10</td>
</tr>
<tr>
<td>Fire exit sign</td>
<td>$45</td>
</tr>
<tr>
<td>Window screen</td>
<td>$75</td>
</tr>
<tr>
<td>Paper towel dispenser</td>
<td>$25</td>
</tr>
<tr>
<td>Soap dispenser</td>
<td>$25</td>
</tr>
<tr>
<td>Window blinds</td>
<td>$50</td>
</tr>
<tr>
<td>Cable/Internet box</td>
<td>$50</td>
</tr>
<tr>
<td>Smoke detector</td>
<td>$15</td>
</tr>
</tbody>
</table>

* Costs are subject to change should price of parts or items significantly increase during the year.
Reports of responsibility must be emailed directly to the Residence Director by the stated deadline.

When the responsible student cannot be identified, charges will be billed accordingly:

- common areas (general)—equally by all residents of the floor or hall.
- common areas (bathrooms)—equally by all residents of the floor or hall of the bathroom’s designated sex.
- common areas (Alexandria, Osol Halls)—equally by all residents of the apartment or suite.
- individual bedrooms—equally by all residents of the room.

As noted above, students may also be charged for damage to their individual bedroom. After a student checks out of his/her room, Residence Life staff compare the space’s original state to the check-in condition as noted on the Room Condition Report (RCR). The RCR, signed by the resident at move-in, protects the student from charges for damages that precede the student’s arrival and ensures that the student can be held responsible for any damages incurred during occupancy. The check-out condition of the room is noted on the RCR during the inspection, with resulting charges intended to restore the room to its original condition.

Like with community billing, bedroom billing will only be reversed if the responsible individual is identified, either through proof (photographic, written, audio, video evidence) or a statement of admission from the person claiming responsibility for the charges. Reports of responsibility must be emailed directly to the Residence Director by the stated deadline.

All damage billing will take place after health and safety inspections and residence halls closings, or on an as-needed basis. All charges will be placed directly on the resident’s student account.

Additionally, the following may also factor into residence hall damage billing:

- Any unusual cleaning charges will be billed to the residents.
- Any unauthorized key duplications will incur a $100/key charge billed to the resident who turns in the key, in addition to the cost of replacing the key by facilities or NPDF.
- An additional charge of $75 and labor costs may be added to repair any vandalized property.
- The determination of what constitutes vandalism will be made by the Associate Director of Residence Life and/or the Director of Facilities.
- Any furniture that must be removed from a student’s room will be subject to a $40 charge.
- Residents are not given the option of completing their own repairs to University property. Spackling, painting, re-carpeting, carpentry, and other repairs are to be conducted by University contractors or staff only. Anyone attempting unauthorized repairs will be charged the full cost of replacement or repair of the item(s) in question, regardless of the progress of the undertaking.
- Residents who ask to have forgotten belongings mailed home will be charged shipping costs, as well as a service fee starting at $25.
If a student has a question about a particular charge, he/she should contact his/her RD.

General charges are listed in this handbook for information purposes. In community billing cases when a responsible person is unidentified, a “per resident” charge is assigned.

HEALTH AND SAFETY INSPECTIONS

To ensure students’ success on campus and beyond, the Office of Residence Life takes students’ well-being seriously. It is both the student and University’s shared responsibility to maintain a safe and cleanly living-learning environment. To that end, Residence Life staff will perform Health and Safety (H&S) inspections of apartments, suites, and bedrooms four times a year:

**Week of September 18**  
**Week of October 16**  
**Week of February 5**  
**Week of April 9**

The above dates are subject to change. However, all inspections are announced a week in advance.

In addition, Residence Life staff will inspect apartments, suites, and bedrooms at the beginning of each break:

**Thanksgiving Break Closing—November 22**  
**Winter Break Closing—December 9**  
**Spring Break Closing—March 3**  
**Residence Hall Checkouts—May 5**

The H&S inspections, which find and resolve residence hall problems, will consist of:

- Visual checks for any prohibited items or behaviors that pose a risk to residents and the larger community (i.e. candles, cooking appliances in non-kitchen areas, non-surge extension cords).
- Assessment of food storage and waste cleanliness.
- Testing locks and keys’ integrity, securing rooms and windows to guard against loss/theft.
- Checking-in with residents and following-up on reported maintenance issues.
- Billing residents for any damages and/or cleaning that needs to be done by Facilities staff. (Residence Life staff will share information on avoiding damage/cleaning charges in advance.)

If an apartment, suite, or room condition are deemed unacceptable, the Residence Life staff will notify the resident(s) by issuing a warning. The resident(s) will have two days to correct/clean the areas of concern. If the apartment, suite, or room remains unacceptable, Residence Life staff will again document the incident, the resident(s) will be charged a fine, and a meeting with the Residence Director will follow. Failure to address the original concern may also result in conduct action and/or charges to have Facilities address the problem.

In some cases (violations involving fire safety hazards, alcohol and drug policies, etc.), resident(s) will be documented immediately and brought through the student conduct process.
TRASH DISPOSAL

Trash rooms and chutes are located on every floor of Goodman, Wilson, and Osol.

All personal trash should be placed down chutes or in the Dumpster. Any student disposing of room trash in bathrooms, hallways, suites, or fire escapes may be charged and/or sanctioned.

Large boxes should be stacked in a hall’s trash room.

CLEANING

If Residence Life becomes aware of unsanitary conditions resulting from students failing to maintain their rooms, Facilities will clean the room, the resident(s) will be charged, and the cost will be applied against the student’s account.

CONDUCT PROCESS

Residence Life professional staff assume the primary duty to supervise student behavior in the residence halls. Incidents occurring there will generally be addressed by a member of the Residence Life staff in accordance with the Student Conduct Process. Residents are also responsible for ensuring that their guests follow University policies and will be held accountable when their guests violate policies.

While your Residence Director will hear most minor policy violations, there are times in which a case may be heard by another member of the Residence Life professional staff, the Director of Student Conduct (or designee), or the Student Conduct Board. A number of factors decide who will handle a particular case, including, but not limited to, the nature and seriousness of the violation, previous conduct history of the student, whether the incident involves a combination of residents and non-residents, scheduling considerations, and the urgency of the matter.

RESIDENCE LIFE RESOLUTION

This category applies to the behavior of residents (and their guests) in University housing facilities. Residents are subject to residence hall regulations, the housing agreement, and the Student Code of Conduct.

Residence Life strives to create safe, welcoming communities where all residents may work, study, and live comfortably. When an incident occurs, the goal is to help the resident learn from the experience, which is why resident(s) will be confronted by a Residence Life or Public Safety staff member regarding potential policy violations. These University employees will submit written documentation of the violation to the Office of Student Conduct. The Office of Student Conduct will review the documentation and, in consultation with Residence Life, determine whether the matter will be handled by Residence Life or the Office of Student Conduct.

If it is determined that the matter will be handled by a member of the Residence Life professional staff, the following process will generally apply.
1. The student will be notified by the Office of Student Conduct that he/she has been documented for an alleged policy violation, and will have an opportunity to review any associated reports. The notification letter will also inform the student of the date and time in which they will meet with a member of the Residence Life professional staff to discuss the matter.

2. During this meeting, the Residence Life professional will go over the conduct process, review the incident report, explain the alleged violations, and discuss the case with the student. The student will have an opportunity to state their perspective, present relevant information and witnesses. The Residence Life professional will then determine whether the student is responsible for the violation. If the student is found responsible, sanctions will be assigned.

3. After the meeting, the student will receive a letter summarizing the meeting’s outcome and any sanctions, if the student has been found responsible. Sanctions may include those in the Residence Life Handbook, Student Handbook, or those deemed necessary by the hearing officer for the growth and development of the student. Sanctions must be completed in the time outlined by the outcome letter, unless other arrangements have been made. Failure to comply with sanctions may result in further sanctioning.

OFFICE OF STUDENT CONDUCT RESOLUTION

While Residence Life has a primary duty in supervising behavior in the residence halls, a resident’s behavior may warrant a response from the Office of Student Conduct. Cases handled by the Office of Student Conduct will follow the Student Conduct Process described in the USciences Student Handbook (usciences.edu/studenthandbook). The list below includes examples of incidents that may occur in the halls, but would warrant a response from the Office of Student Conduct. Please note: The list below is provided as a guide. It does not include all incident types or situations that may involve the Office of Student Conduct.

Matters Typically Handled By The Office Of Student Conduct (and, in some cases, Public Safety)

- Incidents involving concerns for a student’s health/safety
- Incidents involving the police or law enforcement
- Possession and/or use of firearms, explosives, and dangerous weapons
- Acts of violence or deliberate and obvious threats of intended violence
- Acts of harassment including, but not limited to, sexual harassment, intimidation, and stalking
- Incidents involving acts of major vandalism, theft, or destruction of property
- Possession, use, distribution, and/or sale of illicit/illegal drugs
- Violation of federal, state, and/or local laws when such an action has a significant impact on the University community
- Repeated violations while under intervention, administrative contract, behavioral contract, or mediated agreement (frequent and/or repeated violations after educational, intervention, and treatment programs have been ineffective)
- Misuse of computer systems
- Cases with the potential for any sanction above probation (i.e. removal from the halls)
Separable Violations

In some cases, it may be necessary to remove a student from housing either as a temporary measure or permanently. Decisions to remove a student from housing, whether temporarily or permanently, are made on a case-by-case basis after reviewing the facts and circumstances surrounding the incident. In general, a student may be separated from the community as an outcome of the Student Conduct Process when the behavior:

- Threatens the health, safety, or welfare of community members, and/or
- Intentionally or maliciously interferes with rights of others, and/or
- Is motivated by intolerance or those behaviors that demonstrate malice based on group status, and/or
- Seriously threatens the educational process and functioning of the University.

Appeals

Students have the right to appeal an outcome of the Residence Life Conduct Process. To appeal the decision, the student must submit a written letter of appeal within five business days of the hearing to the Associate Director of Residence Life. The Associate Director of Student Life may review the appeal or forward the appeal to the Director of Student Conduct for review. There are four reasons for which an appeal may be granted. Appeals must be substantiated by one of the following four reasons: 1) a question of new evidence, 2) a question of procedure, 3) a question of sanction, or 4) a question of findings.

The individual reviewing the appeal may either uphold the original decision, alter the sanctions of the previous decision (sanctions may be increased or decreased), or overturn the original decision. Once a decision has been reached, the student will receive written notification of the appeal decision. The appeals process may take a minimum of 20 business days. Cases handled by the Office of Student Conduct, will follow the appeals process set forth in the USciences Student Handbook.

Source: Some of the language used to develop this Residence Life Handbook has been modified, or directly taken, with permission, from the Residence Life Judicial Process at New Jersey Institute of Technology.

Charges for Infractions

Residence Life charges for infractions of residence hall and/or University policy will be levied during the conduct process or through other standard billing means. These charges will be applied to residents and non-residents alike. Unpaid charges by non-University students will be the responsibility of the resident host. Below are some of the more common chargeable violations. Please note that this list is not exhaustive and that prices are minimums and may be increased based on the infraction’s severity; in many cases, the charge will be divided among all parties until the person(s) responsible can be identified (please see Residence Hall Damage, Vandalism, And Cleaning Billing).
Class 1:

- Failure to return dining services trays, dishes, cups, glasses, and utensils ($10)
- Forgotten University ID ($10)
- Failure to remove trash, recycling before break ($10)
- Failure to defrost microfridge freezer before break ($10)
- Failure to unplug appliances before break ($10)
- Failure to turn on heat before break ($10)
- Failure to close window before break ($25)
- Failure to clean dishes before break ($25)
- Failure to store opened food, dispose of perishable food before break (winter break only) ($25)
- Violation of quiet hours ($25)
- Violation of check-out procedures ($100)
- Possession of common area furniture in a student’s room or apartment ($40)
- Excessive room cleaning ($75)
- Excessive trash removal ($75)

Class 2:

- Fire safety hazard (Possession of candles, candle warmers, incense, any other ignited object) ($50)
- Fire safety hazard (Possession of unauthorized electrical appliances and prohibited items in room (e.g., microwaves, coffeemakers, toaster ovens, halogen lamps, hot plates, dart boards, etc.) ($50)
- Fire safety hazard (Exiting through alarmed fire door) ($50)
- Fire safety hazard (Refusal to exit the building during a fire alarm) ($50)
- Fire safety hazard (Accessing the roof or any area for any reason other than fire) ($50)
- Throwing or hanging anything from a window (this includes entering or exiting through a window) ($50)
- Vandalism of the residence hall (with food, water, shaving cream, litter, etc.) ($75)
- Violation of University smoking policy (including possession of paraphernalia, hookah) ($50)
- Violation of the University Drug and Alcohol Policy ($50)
- Violation of the guest policy ($50)
- Violation of the pet policy ($50)
- Refusal to show University ID upon entering any residence hall ($50)

Class 3:

- Fire safety hazard (Covered smoke detector) ($50)
- Fire safety hazard (Hung items from sprinkler system) ($50)
- Failure to comply with directives from University personnel, disorderly conduct, or any action that places another person in danger ($50)
- Second and third violation of the University Drug and Alcohol Policy ($75-$125)
- Fire safety hazard: Tampering with fire/safety equipment [intentional or otherwise (horseplay)] ($100)
- Fire safety hazard: Setting off a false alarm [intentional or otherwise (horseplay)] ($100)
- Forgery, alteration, or misuse of the University ID card ($100)
Residents should be familiar with the location of all exits from the building and fire alarm stations. If you discover a fire or smell smoke, activate the building alarm pull station and proceed to evacuate. Do not attempt to fight a fire. Notify University staff the exact location of fire.

In case of a fire alarm, students should:

1. Remain calm.
2. Close all windows and doors and turn off any electrical appliances on your way out.
3. If you are in your room, feel the door before leaving. If the door feels hot, do not open it. If you become trapped and cannot reach the fire exit, keep the door closed and seal any cracks. Dial 9-1-1 and give the name and space number of your location (building, floor, and room #). If you do not have a phone, go to the window and signal for help using a white or light colored fabric. DO NOT JUMP. DO NOT OPEN THE WINDOW UNTIL INSTRUCTED TO DO SO. The fire department will be in the building within minutes to assist you. If caught in smoke or heat, stay low where the air is better; take short breaths (through your nose), until you reach a safe exit or area of refuge. If you can stuff wet towels or clothes under the door and prepare to cover your mouth and nose with a wet cloth.
4. Exit the building using the stairway or doorway nearest the room you are occupying. Do not use the elevators. Residence Life or Public Safety staff may check rooms during fire alarms to ensure the safety of all residents. Failure to leave during a fire alarm will result in conduct action.
5. Proceed to and remain at the designated Evacuation Point until Residence Life and Public Safety staffs give clearance to return to the building.

**EVACUATION POINTS**

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>EVACUATION POINT</th>
<th>INCLEMENT WEATHER*</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOODMAN HALL</td>
<td>Campus Quad</td>
<td>Athletic Recreation Center</td>
</tr>
<tr>
<td>WILSON HALL</td>
<td>Campus Quad</td>
<td>Athletic Recreation Center</td>
</tr>
<tr>
<td>OSOL HALL</td>
<td>NW Corner of 42nd &amp; Chester</td>
<td>Wilson Dining Hall</td>
</tr>
<tr>
<td></td>
<td><em>(in front of Alexandria Hall)</em></td>
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</tbody>
</table>

*In the event of inclement weather or extreme temperature during an evacuation, Public Safety will facilitate access to Athletic Recreation Center or Wilson Dining Hall.

**CORRIDORS, HALLWAYS, AND STAIRWELLS**

Corridors, hallways, and stairwells are either exits or provide access to exits. These vital areas must be kept clear—it is imperative that nothing be kept in them. Residents are not permitted to open the door to the fire escape unless there is an emergency.
FIRE EXTINGUISHERS

Fire safety equipment should only be used in emergencies. Misuse, tampering, or covering fire safety equipment may result in immediate eviction from housing, University disciplinary action, possible fines and prosecution through the state legal system.

Class ABC Fire Extinguisher (Red extinguisher with rubber tube; dry powder)

To be used on grease or electrical fires only, such as fire in the oven or around the stove. It should also be used on any fire involving any type of electrical appliance.

Students should:
1. Check to make sure the nozzle is free of any debris.
2. Pull the pin out completely.
3. Aim nozzle at base of fire.
4. Squeeze trigger, spraying powder until fire is out.

Class A Water Can (Silver extinguisher, pressurized water)

To be used on any fire involving paper, wood, plastics, rugs, etc. Not to be used when grease or electricity is involved.

Students should:
1. Check to make sure the nozzle is free of debris.
2. Pull the pin out completely.
3. Aim nozzle at base of fire.
4. Squeeze trigger, spraying water until fire is out.

HOUSING REQUIREMENT

Each first- and second-year student whose parent or legal guardian’s permanent address is outside of a 30-mile radius of the University, is under 21 years of age, or who is unmarried at the time of his/her enrollment deposit is required to live in University housing.

OFF-CAMPUS LIVING

Moving off campus is a big step for any student, and it is our hope that it will be an enjoyable and educational experience. Philadelphia is a diverse environment and becoming part of the local community can be one of the most significant and educational changes in a student’s life. Once off campus, students must accept responsibility for their actions both within the University setting and the surrounding community. To help in this transition, Residence Life will offer several presentations covering a variety of topics related to off-campus living. It is recommended that students attend at least one of these presentations.

If rising second-year students will be applying for exemption from on-campus housing, they must be familiar with and follow the outlined exemption procedure. To be eligible for an exemption, their student account must be paid in full.
EXEMPTION POLICY

While USciences requires students to live in the residence halls for their first two years, some rare situations may necessitate an exemption from on-campus residency. To aid students and families in making informed housing decisions, the reasons for University housing exemptions are listed below.

- Student’s parent or legal guardian’s permanent address at the time of enrollment deposit is within 30 miles of campus.*
- Student is over 21 years of age by the start of the fall semester.
- Student is married or in a domestic partnership by the start of the fall semester. Proof of marriage or domestic partnership must be provided.
- Student’s disability under the Americans with Disabilities Act (ADA) cannot be reasonably accommodated. Disability is determined according to the ADA and is assessed by the Administrator of Student Accommodations and Associate Dean of Students.
- Student demonstrates significant financial hardship since filing his/her FAFSA. Financial hardship is determined collaboratively between Residence Life, Financial Aid, and the Controller’s Office. It is critical that students complete their FAFSA and additional supporting documentation. Examples of such financial hardship may include death of a parent/legal guardian, loss of a parent/legal guardian’s job, family impacted by a major natural disaster, etc. Student must use all offered financial aid options before being considered for a financial hardship.

If a student’s reason does not fit within one of these supported categories, the student does not qualify to apply for a housing exemption.

To apply for a housing exemption, students may log on to housing.usciences.edu.

Please note:

- Requesting a housing exemption does not grant a release from the residence halls. Until a student receives approval from the Office of Residence Life, the student is guaranteed two-year on-campus housing.
- A student’s contractual obligation to another living arrangement (off-campus apartment, fraternity or sorority house, etc.) is not a valid reason for release from the University’s housing agreement. USciences strictly enforces its housing exemption policies.
- Canceling a housing agreement may forfeit a student’s housing deposit.
- Involvement in activities such as Athletics, student organizations like Student Government Association (SGA), or fraternity and sorority life, or campus employment like serving as a Research Assistant does not qualify a student for a housing exemption.
- If a student separates from the University and returns while still in his/her first or second year of the housing agreement, he/she will still be expected to reside on campus. At the time the student returns, he/she may apply for a housing exemption if he/she now fits one of the reasons for a housing exemption. Requesting a housing exemption does not automatically grant a release from the residence halls, even when returning from a separation.

* The term legal guardian means a person legally appointed by a judge’s order to serve as the student’s guardian.
REQUEST TO BE RELEASED FROM HOUSING

Current residents may request to be released from their housing agreement for the following reasons:

• Student’s disability under the Americans with Disabilities Act (ADA) cannot be reasonably accommodated. Disability is determined according to the ADA and is assessed by the Administrator of Student Accommodations and Associate Dean of Students.

• Student demonstrates significant financial hardship since filing his/her FAFSA. Financial hardship is determined collaboratively between Residence Life, Financial Aid, and the Controller’s Office. It is critical that students complete their FAFSA and additional supporting documentation. Examples of such financial hardship may include death of a parent/legal guardian, loss of a parent/legal guardian’s job, family impacted by a major natural disaster, etc. Student must use all offered financial aid options before being considered for a financial hardship.

The Office of Residence Life will send the university’s decision whether or not the student has been approved.

If a student does not qualify for a housing release but still wishes to terminate their housing agreement, they can agree to pay for a $2000 housing release fee.

MEDIATION

The college years are ones of tremendous growth, both in and out of the classroom. It is for this reason that the decision to change a room is not taken lightly, and mediation is often required. While there are some situations where mediation is not appropriate, most situations between roommates can be effectively mediated. Mediation often leads to growth and better understanding between roommates. The following steps are recommended when attempting to resolve conflict through mediation.

1. Students should attempt to solve problems on their own. When making living arrangements with roommates, all individuals involved should follow the below advice:
   a. be concerned with the relationship with the other individuals and attempt to build an atmosphere of trust
   b. be fair in expectations
   c. be willing to reveal true nature of concern
   d. use a reasonable statement to validate opinion
   e. always listen to what the other individuals are actually saying

2. If unsuccessful, students should first ask their RA and then their RD for advice on how to handle the situation.

3. If the situation is not resolved, the student should notify the RA of the problem. The RA will then attempt to assist the student in resolving the situation.

4. If the problem persists, the RA will notify the RD. All residents involved will discuss the problem with the RA and RD.
ROOM CHANGE POLICY

There are only certain times each semester that room changes may be made without initiating the mediation process. The dates are as follows and are subject to room availability:

- **Week of September 11, 2017**
- **Week of November 27, 2017**
- **Week of January 29, 2018**

Students seeking a room change should email reslife@uscience.edu before these dates. Should a student wish to change their rooms on dates other than those listed above, the following process will be adhered to:

1. Students will notify their RA of their wish to have their room changed.
2. The RA will assess the situation and will schedule an appropriate mediation time. The RD will be notified at this time.
3. Students will be encouraged to enter into a mediation contract. Students may request additional mediation appointments. However, students will be encouraged to learn to self-mediate situations.
4. Students should contact their RD if they wish to have a room change after a mediation contract has been created.
5. The Associate Director of Residence Life has sole responsibility for authorizing a room change and will be notified, when deemed appropriate, by the Residence Life staff.

MAINTENANCE CONCERNS

COMMON AREA MAINTENANCE

Residents are expected to keep their personal belongings in their rooms and out of the common spaces. It is their responsibility to clean up messes and respect the property of all residents.

ROOM OR BUILDING MAINTENANCE

For any non-emergency maintenance concerns in Wilson, Osol, and Goodman, please place a work order request on Blackboard or call 215.596.8955 during business hours or 215.895.1117 for after hours problems. With either report, please be as descriptive as possible when communicating the issue, and remember to include your name, contact information, and room number. You will receive an e-mail with a work order number. Please save this email until the work is completed. If the work order is not completed in a timely fashion, please forward this work order number to your RD.

For any emergency maintenance concern in any building, please call 215.596.8955 during business hours or 215.596.7000 for after hours. Emergency situations are any of the following:

- Water leaks
- Any unsafe condition
- Loss of electricity
- Lack of heat
- Smell of gas
- No running water / No hot water
When hanging objects in the residence halls, please use the following guidelines to minimize damage to the walls. On concrete walls, utilize any adhesive that will not cause the paint to peel. On non-concrete walls, please use tacks or push pins.

To keep roaches, mice, and other unwanted pests from sharing your living space, a contractor hired by Facilities will periodically treat the building. To request that the exterminator visit your room/suite/apartment, you must report your concern via phone, email or Residence Director immediately. The exterminator services the Goodman, Wilson, and Osol Halls every Tuesday and Alexandria Hall every month.

Due to the threat of bedbugs, residents are not permitted to bring their own mattress, nor remove any furniture from their room/suite.

Periodic safety and facilities inspections will be conducted throughout the building. Students may not be given advance notice of such inspections. Violations of policy will be addressed during these inspections.

Please remember, often the only problems that cannot be repaired are issues that are unreported.

**BED RISERS**

If residents wish to loft their beds on risers, Facilities will accommodate when a work order is placed on Blackboard or through your Residence Director. Facilities will NOT de-bunk beds in a triple room due to fire safety concerns. Residents who de-bunk beds in a triple will have them re-bunked by Facilities at the residents’ expense and be brought through the conduct system.

**LAUNDRY AND VENDING**

1. Goodman, Osol and Wilson laundry rooms have WaveVision Online Monitoring. Go to www.mywavevision.com to set up an account. Through this site, students can check which washers and dryers are available, check the status of the washer or dryer they are using, and get a text message when their laundry is ready.

2. Difficulties with laundry machines in Goodman, Osol, and Wilson should be reported to Caldwell and Gregory at 800.927.9274 or service@caldwellandgregory.com.

3. All of the washing machines are high-efficiency, and use less detergent and water. The manufacturer recommends using detergent designed for use in high-efficiency (HE) machines. Instructions on how each machine works are posted in the laundry room. Failure to follow the instructions posted could result in damage to the machines, extended drying times, sudsy clothing, etc.

4. Use of the laundry rooms:
   - The laundry machines provided in each laundry room are present for the exclusive use of current residents. Residents are not permitted to grant building access to non-residents to allow them use of the laundry facilities provided in on-campus housing.
Keep in mind that all residents need to use the laundry rooms. Be sure to do laundry at times when you will be readily available to move your washed clothes from the washing machine to the dryer once the cycle is complete, and then able to remove your dried clothing from the dryer to allow others to complete their laundry. Laundry machines do not lock to prevent others from removing your clothing.

Do your part to keep the laundry room clean by placing trash, lint, used dryer sheets, etc. in the trash cans provided.

Always empty the lint trap in the dryer after completing a load of laundry.

Clean detergent to avoid slip and fall accidents, and alert Residence Life staff when large spills occur so they can be addressed promptly.

The following items should not be washed in the laundry rooms:
- Clothing or items soiled with oil, grease, gasoline, or oil-based products
- Clothing or items containing rubber, vinyl, or plastic, including sneakers.
- Check the pockets of your clothing to ensure lipstick, pens, highlighters, money, small electronic devices, etc. are not entering the machines.

5. Vending machines are located in the Goodman game room, Osol lobby, and Wilson dining hall.

6. Difficulties with vending machines in Goodman, Osol, and Wilson should be reported to Auxiliary Services where refunds for laundry and vending machines are issued.

**IDENTIFICATION CARDS**

Should students lose their identification card, they should report the lost ID to Public Safety and Auxiliary Services immediately. There is a $10 charge to replace ID cards. After retrieving new identification card, please see Public Safety to regain student access privileges.

**KEYS**

When keys are lost, students should notify Public Safety immediately at 215.895.1117. In addition, they should inform their RD to order replacement keys. There is a replacement charge for each lost key.

**LOCK OUT POLICY**

To maintain a safe and secure environment in and around campus, students must carry their keys and identification card with them at all times.

Should students forget their key and get locked out of their room, they should contact Public Safety by calling 215.895.1117. The following policy will be followed:

1. First request: No charge
2. Second and third requests: $15 each occurrence
3. More than three requests: $30 each occurrence and a meeting with the RD
SAFETY AND SECURITY
Throughout the school year, the Wilson, Osol, and Goodman front desks are open and staffed 24 hours a day.

1. For safety, students must carry keys and University ID at all times.
2. Windows should be closed when residents leave their room.
3. Room/apartment doors should be locked at all times.
4. If students need assistance at any time, contact Public Safety at 215.596.7000.

PARKING
1. Arrangements for parking in a residence hall parking lot are made through Auxiliary Services. Upperclass students are given priority in parking spots. First-year students who reside on campus are not eligible for parking privileges.
2. Parking permits must be displayed at all times.
3. In the event problems arise, Public Safety should be notified immediately, which may be reached by calling 215.895.1117
4. The residence hall parking lots are not for the use of visitors. Cars without proper parking permits will be ticketed and/or towed at the owner’s expense.

DATES TO REMEMBER
August 25..........................Welcome Week and Convocation
August 27..............................First floor meeting and Upperclass Move-in
August 28..............................First day of classes
September 11–15......................Room Change Week
November 22, 12 p.m. ..........Residence halls close for Thanksgiving
November 26, 12 p.m. ..........Residence halls reopen
December 8, 5 p.m. ..............24-hour quiet hours in effect until residence halls close
November 27–December 1 ....Room Change Week
December 16, 12 p.m. ..........Residence halls close for winter break
January 14, 12 p.m. ..............Residence halls reopen
January 29–February 2 ..........Room Change Week
March 3, 12 p.m. .................Residence halls close for spring break
March 11, 12 p.m. .................Residence halls reopen
April 27, 5 p.m. .....................24-hour quiet hours in effect until residence halls close
May 5, 12 p.m. ......................Residence halls close