

# G. Residence Standards and Regulations

Community living requires the establishment of guidelines by which members of the community may live in mutual respect for one another. Breaches of these guidelines can lead to disciplinary action.

Discipline for the violation of residence guidelines is under the direction of the Residence Managers. Disciplinary sanctions imposed upon residents may include: community service; cash bonds (which are returned to students after a stipulated period of acceptable behaviour); fines; ban orders from residences; or expulsion from residence. Criminal offences may be turned over to police.

A damage deposit of \$250.00 is required of new students upon first coming into residence. This deposit is subject to charges for damages to the University property while students are in residence. Damages attributed to an entire house as well as damages attributed to an individual may be charged against this fee. Damage charges in excess of \$250.00 will be billed to the student responsible for the damage. The unexpended portion will be refunded, upon request, within one year of withdrawal from residence. For all other information please see the St. Thomas University Residence Guide.

## ST. THOMAS RESIDENCE STANDARDS AND REGULATIONS

The following section provides an overview of Residence Standards and Regulations; It does not fully cover all of them in detail. Failure to comply may result in disciplinary action. Please note that since not all specific circumstances can be anticipated, some situations may be left to the discretion of the Residence Life Staff.

### **Absence from University**

In the event of a prolonged absence from classes, please notify the Registrar's Office at 452-0530 or registrar@stu.ca. If you will be missing several days of classes due to illness or family emergency, please notify the Registrar's Office. If for some reason you are unable to do this personally, give the message to your Residence Advisor and she or he will pass it along for you.

### **Access to Student Rooms**

If access to another student's room is required by a resident, permission may be granted only by the person assigned to that particular room in the presence of a member of the Residence Life Team.

### **Alcohol-Free Welcome Week**

Residence will be alcohol-free during welcome week. This is to allow all students the opportunity to socialize and participate in activities without the pressure and influence of alcohol. It is hoped that students will come to understand that their university experience involves a need to balance social, recreational and academic needs. Residence Life Team members reserve the right to confiscate any alcohol found during this time. Alcohol will not be returned to individuals under the age of 19.

### **Alcohol Use in Residence**

In the Province of New Brunswick the legal drinking age is 19. Students are responsible for

knowing, understanding and complying with Provincial laws and University regulations regarding alcohol. All students consuming alcohol are responsible for their behaviour and actions. The Residence Life Office requires that students limit alcohol consumption to their rooms.

Drinking games, funnels and/or speed drinking devices and brewing equipment are not permitted. Possession and/or consumption of “common source” alcohol (e.g. keg, large containers of pre-mixed alcohol, etc) within residence is prohibited.

### **Balconies**

For the protection of all students, no items may be thrown over, stored, or hung from the balconies. This includes bottles or garbage. Students should not congregate on balconies.

### **Bicycles**

For fire and safety reasons, bicycles are not allowed inside the residence halls at any time for any reason, except locked in the storage room. Bicycles can also be locked outside.

### **Damage Deposit**

Each first-year residence student must pay a \$250.00 damage deposit with their residence fees. This deposit is transferred to the next year provided the student stays in residence and there are no damages to the room.

### **Damage to Property**

Damage to property other than your own is prohibited and may result in disciplinary action and the cost of replacement/repair of damaged property. A pricing list is available at the Residence Life Office if requested.

### **Dangerous Activity**

Activities which are considered dangerous or potentially harmful to any person, including the resident engaging in the activity, are prohibited. These activities include, but are not limited to, breaking glass, dangerous horseplay, climbing in/out of residence windows, setting off fireworks, etc.

### **Drugs and Narcotics**

St. Thomas University has a zero tolerance for the use, possession and/or trafficking of drugs or narcotics. Students found in conflict with this policy are subject to disciplinary action which may include, but is not limited to, eviction from residence. Hosts will be held accountable for guests in violation with this policy. The University reserves the right to involve local law enforcement.

### **Emergency Situations**

In the event of an emergency in your room, please contact your Residence Advisor or Residence Coordinator who can help as they have been trained in emergency response. If you will be missing several classes as a consequence of the particular emergency, please notify the Registrar's Office. If, for some reason, you are unable to do this personally, give the message to your Residence Advisor or Residence Coordinator and he/she will pass it along for you.

### **Fire Safety and Regulations**

The floors of all residence buildings are equipped with manual fire alarm pull stations as well as an automatic smoke detector system. In the event of a fire alarm, all residents and guests must exit the building promptly and remain outside of the building until informed by a Fire Department representative, Security member or Residence Life team member that it

is acceptable to return indoors. House meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures. False, malicious or prank alarms will not be tolerated. All hallways/stairwells are to be kept clear at all times. Nothing is to be stored or temporarily placed in hallways or stairwells. Flags/posters are not permitted to hang from ceilings obstructing the smoke detector or sprinkler system and nothing is to be hung from the sprinkler system. No open flame/elements are permitted in residence. Tampering with fire equipment, including but not limited to smoke detectors, fire extinguishers, sprinklers and emergency exits, may result in disciplinary action.

### **Garbage**

Each resident is responsible for the disposal of garbage from his/her room. There are designated disposal sites at each residence for garbage. Please tie and place bagged garbage at the designated site. Room garbage is not to be taken to common areas or lounges.

### **Grade Point Average (GPA) Requirements**

The minimum annual GPA for re-admission to residence and University is 2.0 in the current year. Students with GPAs that are below 2.0 may be re-admitted on probation. Further details are available by contacting the Residence Life Office.

### **Guests in Residence**

You are welcome to have guests in residence. Please inform guests of residence rules and regulations and escort them at all times. Keep in mind that residents are held accountable for the actions of their guests. Guests are to leave by midnight on weekdays and 2 a.m. on weekends unless signed in with a Residence Advisor. Lending your keys to a guest is prohibited. You may have overnight guests. Since most residents share accommodations with a roommate it is of utmost importance and respect for this person to have their permission prior to having an overnight guest. The stay of your guest may not be any longer than three consecutive days. A guest slip is available from your Residence Advisor. Once you've filled it out, your roommate must sign the slip and bring it to a Residence Advisor. Upon the Residence Advisor receiving verbal and written consent from your roommate you will receive a copy. Overnight guests are not permitted during 21 Quiet Hours. Guests (including parents) must be escorted by the resident.

### **Keys**

Residents are reminded to keep their keys with them at all times. In order to prevent thefts, it is also recommended that your door be kept locked. For security reasons keys must not be copied. If you are locked out of your room, please see the Residence Advisor on duty. A charge of \$1 or a non-perishable food item may be applied, all of which are donated to the Campus Ministry Food Bank. If you lose your keys, replacement keys can be bought at the Registrar's Office for \$25 each and picked up at the Facilities Management Office in Edmund Casey Hall Room 18.

### **Music**

To accommodate every resident and in keeping with the confines of respect for others, the following parameters are to be observed: acceptable volume to limit sound to one's room, volume with low bass level and earphones can be used when louder music is desired.

#### *Interior Residence Room Doors*

Room doors must be closed during quiet hours.

#### *Exterior Residence Doors*

For security purposes, propping exterior (outside) doors open is prohibited.

### Open Flame

Burning candles, incense or having any other open flame in residence is not permitted.

### Personal Safety

Although personal safety is not a regulation or standard, it is a subject of which all residents should be concerned. The following tips should be regarded as behaviours which need to be adopted:

- Keep your door locked when you are not in your room
- Carry your keys with you at all times
- Keep blinds closed when appropriate
- Walk with a friend
- Do not admit people into your residence when you do not expect to escort them during their entire visit
- Report any suspicious visitors or activities to the Residence Advisor on duty

### Pets

Pets are not permitted except non-dangerous tropical fish kept in a small aquarium. Special permission may be granted for service animals.

### Quiet Hours

In order to accommodate an appropriate amount of study and sleep time, the residence community has specific quiet hours. During quiet hours, please keep your door closed and TVs and stereos turned down. It is the primary goal of residence to promote an academic community and quiet hours helps us to achieve this goal. Every member of the residence community is expected to work together and help each other to maintain quiet hours.

Weekdays 10:00 p.m. until 10:00 a.m. Weekends 12:00 a.m. until 12:00 p.m.

If you have any questions or concerns about the appropriate noise levels, please see your Residence Advisor/Residence Coordinator or the residents on your floor. It is this kind of consideration which enhances the residence community. During exam periods, the residence community modifies quiet hours to reflect the need for extreme quiet so that study, sleep and relaxation may be priorities. Moderate noise will be permitted between 4 and 7 p.m. Overnight guests are not permitted at this time.

### Recyclables

Any bottles or cans that are recyclable are to be rinsed and placed in the designated storage area in your residence. For instructions as to where, when, how, etc., please see your Residence Life Team.

### Removal of University Property

Removing furniture or property from lounges and other common areas is not permitted. Taking university property out of residence areas is disrespectful to the community and may result in disciplinary sanctions. Please do not remove furniture from your room as you will be held responsible for any missing items at the year-end. Also signs, posters, etc. are considered University property and must not be removed.

### Small Appliances

Small appliances without open elements, such as bar fridges and microwaves, are permitted in rooms as long as they do not pose a safety hazard. Other items which are not permitted include candles, incense and toasters. When in doubt, seek the advice of the Residence Life team.

## Smoke-Free Residences

Our residence community is smoke-free. Smoking is only allowed in designated smoking areas outside the residence buildings. Residents are reminded to inform their guests of the smoking policy. Breaches surrounding this policy will result in disciplinary consequences. All smokers are asked to dispose of their cigarette butts in the appropriate disposal containers.

## Theft

Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card, PIN, or Calling Card number. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the residence life community are subject to disciplinary action.

Please report any thefts to the Residence Coordinator or to your Residence Advisor immediately.

The University is not responsible for any lost or damaged goods, theft or otherwise, in residence. We strongly recommend you obtain insurance for your property. Ask your parents or guardian to contact their insurance company regarding coverage of your belongings.

## Throwing Objects

Throwing, dropping, kicking or knocking objects from or towards residence buildings, windows, balconies or stairwells is prohibited and will result in disciplinary sanctions. Throwing snowballs is also prohibited.

## Violence

In accordance with the *Code of Student Conduct* and the Harassment Policy of St. Thomas University, there is zero-tolerance for written or verbal threats, physical aggression, violence and/or sexual assault. Anyone engaging in such behaviours in residence, on campus or electronically, may be evicted from residence, subject to further disciplinary proceedings and may be referred to police authorities.

## Weapons

Firearms, knives, explosives or other weapons are not permitted in residence. This includes weapons for “self-defense” purposes.

## Windows/Screens

Hanging objects from the inside or outside of windows is not permitted. Objects may be hung in front of windows only if they do not interfere with the blinds provided by the University. Window screens are not to be removed or opened.

## General Residence Norms of Behaviour

- Respect Yourself, Respect Others
- Alcohol is not to be consumed in the hallways
- Respect the house quiet hours
- Keep your keys to yourself instead of lending them to others. Follow the residence's guest policy
- Clean up any messes you make
- Respect house property
- Keep outside doors locked and not propped open
- Do not pass or throw things through the windows/balconies

- Only smoke in the designated smoking areas (outside)
- Do not light candles or incense
- Know your limits
- Please show respect to all members of the residence community
- Respect all municipal, provincial and federal laws

### Discipline

Students are expected to conduct themselves in a manner which respects the University community and its members. Disciplinary action, when required, takes the form of warnings, sanctions, fines, performance bonds and eviction from residence. Residence Advisors, Residence Coordinators, as well as the Residence Life Supervisors and the Director of Residence Life & Conference Services handle disciplinary situations depending upon the seriousness of the incident. Police are involved in criminal offences. Students may appeal, in writing, disciplinary decisions first to the Residence Coordinator of the particular residence hall within 24 hours of receiving the decision. The appeal will then be reviewed by the Residence Council. Appeals will result in one of three outcomes: upholding the original decision, overturning the original decision or modifying the original disciplinary action.

### Warning

A verbal/written warning is given to remind students of an existing policy and the importance of compliance. Repeated warnings could result in disciplinary action.

### Fine

A fine is a non-refundable sum of money that is charged to a student's account following a policy violation. The fine levels, and examples (which are not intended to be exhaustive) are as follows:

Level 1 = \$10.00:

Examples: alcohol consumption in the hallways/balconies; violation of quiet hours; giving keys to others.

Level 2 = \$25.00:

Examples: breach of guest policy; mess left (plus cleaning mess); intentional property damage (plus cost of repair).

Level 3 = \$50.00:

Examples: propping open outside doors; throwing things out of windows/balconies smoking in residence/balconies; candle or incense burning.

Level 4 = \$50.00 plus Automatic Meeting with Residence Life Office where further disciplinary action, in accordance with the Student Codes of Conduct, may take place:

Examples: breach of municipal, provincial and/or federal laws; pulling of fire alarm (false alarm); disrespect or abuse of other residents; unauthorized room changes; drinking games.

### Sanction

Possible sanctions may include requiring a student to take corrective measures, restricting them from certain activities or implementing a probationary period.

### Performance Bond

A performance bond is a sum of money placed on a student's account to ensure compliance with a policy. If no further discipline is necessary the money is refunded. Bonds can be

forfeited if future discipline is necessary.

### *Eviction*

Students can be evicted from residence for conduct-related issues. Examples include, but are not limited to, multiple rule violations, disrespect towards staff, physical violence, vandalism, theft or possession of or involvement with illegal substances. Any recommendation to evict a student from residence must be made by the Manager or Supervisor of Residence Life. The decision on eviction will be made by the Director of Students Services and Residence Life. Eviction does not relieve the student of financial obligations owing to living in residence.