

Tennessee State University Residence Life Campus Living Guide

Salutations!

Thank you for choosing Tennessee State University as your University, and welcome to Residence Life and Housing at TSU. The Residential Halls are designed to provide you with a safe and educational living environment. While you reside on campus, the Residence Halls will be your home. We ask that you respect them and the people that will be servicing your academic and social needs. The Residence Halls are a continuation of the educational process from the classroom, because of this we provide more than a place to sleep. The Residence Hall is a living learning community, deliberately set up to provide you with continuous learning opportunities.

We endeavor to make this community a safe and comfortable living environment. Your safety and security is important to the University as well as the Department of Residence Life and Housing. As a result, we have live-in staff that will respond quickly to the needs of our residents.

To maximize your learning experience, we encourage you to investigate the programs and services offered to you. It is our desire to help you achieve academic success and social maturity during your stay with us. Your success depends on your willingness to engage in the campus experiences. Your willingness to be successful depends on you taking an active role in your development.

We are here to provide you with the opportunity and path to excel in your college experience.

Sincerely,

William P. Hytche, Ed.D

Director of Residence Life and Housing

Residence Life Living

The Department of Residence Life and Housing is a member of the Division of Student Affairs. Students attending Tennessee State University are encouraged to live in University Housing as it allows students to be closer to academic resources and broadens that university experience. To cater to the many needs of our students, we offer single sex, co-ed, and apartment-style living; all full-time enrolled students are eligible to live on campus.

Students are required to comply with all Tennessee laws, rules, regulations, policies and procedures of the Tennessee Board of Regents, as they relate to the TSU Code of Student Conduct and the Tennessee State University Housing Agreement. The provision of this policy shall be incorporated by reference to each student's residence agreement.

This booklet will provide you with information that will make your matriculation and on campus experience at Tennessee State University successful.

A University Housing facility is a densely populated community of citizens having diverse interests and habits. Tennessee State University is committed to the concept that residential facilities should provide an atmosphere conducive to both living and learning, wherein exist a spirit of cooperation and consideration for others, and where students may live, study and relax together.

Student's Bill of Rights

The student's bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of that right.
2. The right to sleep without undue disturbance from noise, guests of a roommate, etc.
3. The right to expect that one's roommate and suitemates will respect one's personal belongings.
4. The right to a clean environment in which to live. This includes room or apartment, bathroom, or kitchen.
5. The right to free access to one's room and facilities without pressure from a roommate or suitemate.
8. The right to privacy.
9. The right to host guests with the expectation that guests are to respect the rights of the host.
10. The right for redress of grievances. Residence Life staff members are available for assistance in settling conflicts and negotiating differences.
11. The right to be free from fear of intimidation, physical and emotional harm.
12. The right to expect reasonable cooperation to honor agreed upon living standards.

13. The right to expect reasonable cooperation in the cleaning of rooms, apartments, and bathrooms.
14. The right to be free from peer pressure or ridicule regarding one's beliefs, interests and behavior.

General Information

Information and changes to policies, procedures, and deadlines are produced by the Department of Residence Life and Housing and are published on the TSU Website, communicated to student's campus email, and in University media outlets. A student who has signed a housing agreement is charged with staying informed of such changes and compliance, as necessary, with any changes that affect his or her housing privileges.

Eligibility

Contract Terms and Conditions

All full-time undergraduate students are eligible for occupancy in University Housing. Part-time students may be approved for occupancy at the discretion of the Director of Residence Life and Housing. All undergraduate students shall have an equal opportunity to reside in the University Housing facilities regardless of race, sex, marital status, creed, color, national origin, or disability. It should be noted that the University reserves the right to cancel or refuse admission to the residence facility of any person(s), and to reassign, or terminate the housing agreement. If a resident finds it impossible to live with a roommate or makes it impossible for someone to live with him/her, both people will be reassigned to new rooms if available, or if the resident has violated any rules, procedures, or university directives the resident will be required to vacate the residence facility without refund and is subject to additional judicial action.

Housing Agreement

General Guidelines

1. The term of the housing agreement is binding from the date of assignment until the end of the academic year, or until the end of the Summer term when applying for Summer housing. The Summer term is a supplemental term not inclusive of the academic year, thus a separate \$100 non-refundable deposit is required when applying for Summer term housing.
2. Opening and closing dates and times for room occupancy must be observed. Residents may not move into their rooms early nor will they deliver personal property to their rooms before the residence opens. Residents must follow

established guidelines when checking in or out of housing. Failure to do so will result in additional charges to student's accounts.

3. A resident shall not move out of the residence facility during the term of the agreement without approval of a completed Housing Cancellation Agreement form.
4. A resident who vacates the residence facility prior to the end of the Academic Year shall forfeit all housing fees except in the specific circumstances defined under Fees, Cancellation, and Refund Policies.
5. Transfers from one residence facility to another must be approved by the Housing Assignments Office.
6. Room and/or apartment changes within a University housing facility must be approved by the Residential Facility Director and the Housing Assignments Office.
7. Individual occupants of double/triple rooms shall be required to consolidate. Consolidation periods can occur between weeks two and ten of each semester. It is during this time that students who are residing in university housing without a roommate must either move in with another individual occupant or be charged the single room rate for that facility. Students who fail to consolidate within seven days of notification will be charged the daily room fine as indicated in the section on Fines.
8. Students residing in University Housing are required to participate in the Meal Plan during the Fall and Spring Semesters.
9. Residents must submit a housing application and agreement electronically, and accept the terms and conditions elaborated in said agreement. Once it is submitted, it is a legal and binding document.

Housing Reservation Fee

1. A \$100.00 non-refundable housing fee is required of all students who apply for University housing. All fees are subject to change without notice. Tennessee State University and the Tennessee Board of Regents reserves the right to charge rates listed here-in or to add new fees whenever such increase or additions are necessary.
2. The non-refundable fee is paid once an academic year and during the designated application period to reserve a housing space. Once a student is assigned and checks in to the assigned residence facility, the \$100.00 is deducted from the housing fees for the Fall Semester or whichever term is applicable.

Refund of Residence Facility Room and Board

Housing charges will be pro-rated on a daily basis when a student is forced to withdraw from a residence hall/apartment under the following conditions:

1. If a student fails to register for courses by the fourteenth day of the semester.

2. Personal medical reasons confirmed in writing by a licensed physician, and approved by the appropriate University official.
3. At the request of the University for reasons other than disciplinary.
4. 100% percent of fees will be refunded in the death of a student.
5. No refund shall be made if a student withdraws from the University or University Housing for disciplinary reasons.

Registered Students asking for and receiving an exception to the cancellation policy will be eligible to receive funds based on the University's 75%-25% refund policy.

*NOTE: Return of fees is based upon the University's Refund Policy, as follows (including weekends):

- 100% before the first day of classes
 - 75% beginning the first day of classes through the fourteenth day;
 - 25% beginning the fifteenth (15th) day of classes through the 28th day of the term;
 - 0% after the 25% refund period
3. Refund of Residence Facility Room and Board- look at how this was phrased in other application

Refunds will be pro-rated on a daily basis when a student is forced to withdraw from a residence hall/apartment due to a lack of course registration.

1. Because of personal medical reasons confirmed in writing by a licensed physician and approved by the designated University Official.
2. At the request of the university, for reasons other than disciplinary
3. 100% percent of fees will be refunded in the death of a student.
4. No refund shall be made if the student withdraws from the University or University Housing for disciplinary reasons.

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- 25% beginning the fifteenth (15th) day of classes through 25% of the term;
- 0% after the 25% refund period

Roommate(s)

If you desire a specific roommate(s) all parties must make the roommate request on the housing application and by the priority deadline for housing as listed at www.tnstate.edu/housing. The request must be clearly noted on both applications. Roommate requests must be mutual. Every effort will be made to honor your request, however, the University cannot guarantee specific roommates. For those not making special requests, the University will make assignments based upon the roommate matching criteria on the application, and without regards to race, color or creed.

University Housing Staff

The Residence Hall/Apartment Facility Director seeks to provide a living/learning environment for all residents. The Assistant Director/Graduate Assistant assists the Residential Hall/Apartment Facility Director by encouraging programming and being available for individual needs and concerns. The Security Officer serves as security personnel helping to ensure the safety of the students on campus. The Resident Assistant is responsible for assisting with administrative duties in the office, as well as planning and promoting residence facility activities, and the enforcement of University and Residence Life policies and procedures.

Community Style Housing

Regarding community style housing, there are two residential facilities for women and two residential facilities for men located on campus. Lounge and guest reception areas are provided in each hall. Each hall is provided with a color television(s), study room, vending machines, laundry, barbershop/beauty salon, kitchen/kitchenette, and computer lab. The two facilities for women are Mary Wilson Hall and Merle R. Eppse Hall. The two facilities for men are Lena B. Watson Hall and Henry Allen Boyd Hall. Internet and telephone connection, and cable services, beds, desks, chairs, window blinds, bathrooms with individual shower stalls are provided. Individuals are responsible for pillows, linen, mattress covers, study lamps, flashlights, toiletries, etc.

Suite Style Housing

Wilma Rudolph Residence Center and Harriet Hodgkins Hale Hall provide suite style living for students. Wilma Rudolph center is a female facility and Hale Hall is a co-ed facility that traditionally houses honors or high achieving students. Each hall is provided with a color television, study room, vending machines, laundry, barbershop/beauty salon, kitchen/kitchenette, and computer lab. Internet, telephone and cable services, beds, desks,

chairs, window blinds, and bathrooms with showers are provided. Individuals are responsible for pillows, linen, mattress covers, study lamps, flashlights, toiletries, etc.

University Apartments

There are two apartment style facilities located on the campus. Roommates in each apartment must be of the same sex. Each are equipped with the following: lounge areas,

computer lab, exercise room, barbershop/beauty salon and laundry facilities. The two apartment facilities are Ford Residential Complex and the New Residence Center which are located on Heiman Street. Each apartment is equipped with a kitchen, stove, refrigerator and dinette set. The living room area is furnished with chairs and a couch while the bedrooms are furnished with a bed, chest of drawers and a closet. Window blinds are provided for each window.

Extension Cords

Only UL-approved multi outlet surge protectors of the correct size are permitted, provided the outlets are not overloaded. Cable television cords are not provided.

Smoking in Residence Halls/Apartments

SMOKING IS PROHIBITED ON CAMPUS

Pornographic Material

Showcasing or posting pornographic materials is prohibited in all resident rooms/and or apartments.

Clothes Drying

Residents are provided with a laundry facility for the drying of clothes. Other public displays of laundry including hanging items out of windows and balconies are inappropriate and not permitted.

Car Maintenance and Car Washing

Residents are not allowed to perform car maintenance in University housing parking areas or access water from their residence hall rooms or apartments for the purpose of washing vehicles.

Incense, Candles and Open Flame Items

Items which require the use of flammable liquids or an open flame to operate or which produces heat (lighted candles, Bunsen burners, incense, etc.) obnoxious odors or toys of choice (water guns/balloons) are not allowed in residents rooms/apartments. **The burning of incense, incense paraphernalia, and candles are not allowed. The use of halogen lamps and bulbs are prohibited.**

Student Parking

Parking permits are issued through the Tennessee State University's Office of Parking Services. The parking permit fee is included in the General Access Fee and can be picked up during registration or in Hankal Hall.

Children

Children twelve years of age and under are not permitted to visit in University Housing/Apartments. The University assumes no responsibility nor does it make provisions for childcare. Students are not permitted to use their assigned room/apartment to babysit visitors.

Order of Rooms

Resident's rooms will be inspected periodically by the residence facility staff for cleanliness. Resident's rooms should be kept clean and orderly at all times. Notice will be given at least 24 hours prior to the inspection and may be done with or without residents' presence. The following suggestions will help maintain a livable area that is conducive to study, relaxation and evaluation.

- a. Beds should be neatly made with clean linen.
- b. b. All clothes should be neatly hung in closets with the closet floor neat and orderly.
- c. c. Floors and mirrors should be cleaned. Furniture, woodwork and windowsills should be dusted, wastebaskets should be emptied and books on shelves in order.
- d. d. Paper and trash should not be swept in the hallway, out of the front door, or out of the windows, but should be placed in the proper container. Students are required to take their trash to the outside dumpsters.
- e. e. Residents residing in suite-style and apartment style facilities are responsible for ensuring the cleanliness their own restroom areas.
- f. e. Toiletry items left unattended in bathroom or public areas will be discarded.
- g. f. All residents must be responsible for discarding all personal hygiene items and cleaning basins, showers and commodes after use.
- h. g. Stoves, ovens, closets, balconies and bathrooms in the apartments should be clean and orderly at all times.

Residence Life/Policies and Services

All general university regulations are binding with regards to University Housing students. Residents shall be responsible for the condition of the room furnishing(s). Damages should be reported to the Residence Hall Director.

1. Lounges, study rooms, lobbies and other common areas are provided for the comfort and convenience of residents. Furnishings in common areas may not be removed. Furniture and equipment shall not be altered or removed from a residence facility or lounge areas. Window blinds or screens shall not be removed without the authorization of the Residence Facility Director. Students who take

- these items to their rooms or elsewhere on or off-campus are subject to disciplinary sanctions and/or arrest.
2. Students identified as being responsible for damage to University Housing furnishings and equipment will be charged the appropriate labor and material fees to correct/repair/replace. **Damage to the public areas in the residence hall/apt. will result in a community assessment when the individual(s) responsible is/are not identified.**

Alcohol

The use and/or possession of any alcoholic beverages are prohibited on campus. Empty alcoholic beverage containers either on one's person or in room/and or apartment will constitute a violation.

Inspection of Rooms/Apartments during Check In and Check Out

All rooms and apartments will be inspected by the Director/Resident Assistant prior to occupancy. The condition of the room/apartment will be noted on the Room Occupancy and Clearance Form. Students are advised to review carefully the condition of the room/apartment indicated on the form. A completed room inspection form must be signed and returned to the office at check-in.

When a student vacates the room/apartment, any damages or discrepancies from the original inspection will be noted and the student will be charged for the damage(s). The University reserves the right to inspect rooms/apartments for health, safety and maintenance at any time.

Defacing Property

In attaching objects to room doors, walls and/or ceilings, residents shall not use any device which leaves a permanent mark including, but not limited to, nails, screws, staples, thumbtacks or stickers. A charge will be assessed for leaving an assigned room in such condition as to require undue time for cleaning the premises. Conditions which demand repairs, including painting, shall result in a damage assessment against the residents.

Residence Facility Property Damage/Vandalism

Any damages to the residence facilities will not be tolerated. Students guilty of defacing or destroying University property will be charged with the cost of repairs and disciplined according to the offense. If the person(s) who defaces or damages property in a room or common area is not identified, the cost of repair will be levied against all occupants of the room, floor, or the University Housing facility. Students in the University Housing facility units may be assessed on a pro-rata basis for damage in corridors, bathrooms, lounges and other common areas within or around a facility by floor or by the entire

facility. A charge shall be assessed for leaving an assigned room in such condition as to require undue time for cleaning the premise. Conditions which demand repair, including painting shall result in a damage assessment against the resident(s). Please refer to the Assessment for Damages section located in the back of this manual for cost. All fees are subject to change.

Unattended Items

Students vacating their space on campus with or without completing proper check-out procedures will have their items inventoried by Residence Facility Staff and held for thirty days. The University and Residence Life and Housing are not responsible for lost or stolen items.

Custodial Services

The University's custodial service is responsible for cleaning community bathrooms and corridors, public areas, hallways, kitchens, vending and laundry facilities. Proper disposal of garbage is the responsibility of the individual resident. All disposal of garbage must be taken to the outside dumpster.

Pest Control

The University has a contract with a certified pest control company. The contractor regularly treats the residence halls/apartments for pests. Any problems must be reported to the residence facility office. Residents play an important role by properly disposing of trash and garbage to reduce pest problems.

Maintenance

All maintenance problems and repairs are to be reported to the residence facility office. The University's Facilities Management Department schedules the necessary repairs as needed based upon the work orders submitted. Maintenance requests are prioritized and scheduled.

Personal Property and Theft

It is suggested that students obtain insurance protection against loss, damage or theft of personal property. The University assumes no responsibility and shall not be liable for any damages due to theft of personal property of students, or injury to any student or the occupants of student residence facilities or to guests of such occupants. Students who suffer a loss through theft in the residence facility should report it to the Office of Campus Police and the Residence Facility Director.

Room Inspection and Search

Tennessee State University recognizes and respects the right of its students to have privacy with respect to their persons and personal belongings. The University also recognizes the responsibility to preserve the wholesome learning and living environment on campus, to provide adequate maintenance and protection of public property, and to protect the health and safety of all persons on campus. These fundamental assumptions are embodied in the following commitments and procedures concerning the entry or search of student's rooms.

The University reserves the right to enter University Housing rooms under any of the following circumstances:

1. Where there exists an immediate threat to the health or safety of the occupants or University property.
2. With a search warrant or with permission of the resident.
3. With permission of the President or designee, the Associate Vice-President of Student Affairs or designee, when there is reasonable suspicion to believe University regulations or local, state and federal laws have been violated.
4. Facilities Management personnel and their designated agents only for repair, replacement or inspection of University property.
5. By University Housing staff members or officials of Residence Life on official business.

The University also reserves the right of entry to rooms by authorized University Officials for the purpose of Health and Safety Inspection if there is, a reasonable suspicion to believe that a student is using a University Housing facility for purposes which are illegal or which interfere with campus discipline or constitute a hazard. A search will be authorized by the Associate Vice-President of Student Affairs or designee. The University also has the right to elect the use of a search warrant by Campus Police or the City Police.

A copy of the authorization form will be provided to the student(s) whose room is being searched, and a receipt will be given for any property confiscated. The University assumes no responsibility for the theft, destruction or loss of confiscated property except as may be authorized or allowed pursuant to TCA section 9-8-207.

Solicitation

Except as otherwise permitted by Tennessee Board of Regents Rule 0240-1-1, use of campus property and facilities, solicitation for purely commercial purposes is prohibited on all property owned or used by the University.

Keys/Proximity Identification Cards (PID)

Each resident in University Housing is issued a key at the beginning of the semester. Each resident will be responsible for the cost of replacing lost keys/PID. A charge of \$58.00 to re-key the room will be imposed if room key is lost or not returned during check-out for residence halls. In university apartments a \$275.00 cost for re-keying the lock for all doors, including entrance and patio doors for all occupants of the apartment. There is a \$15.00 charge for a PID is lost or stolen. Unauthorized duplicated residence hall/apartment keys will not be accepted.

Lockouts

A student who is locked out of his/her room may request to be let into his/her room from 8:00 a.m. to 12 midnight in the Residential Facility Office or after 12 midnight by contacting the Resident Assistant on duty. A \$10.00 fee will be assessed for all lockouts.

Windows

Windows should remain closed when the air or heat is operating. This is done for the security of personal property and the safety of the occupant(s) of the room. Windows are not for the use of discarding trash, drying personal belongings or engaging in conversation (i.e. shouting out of the window), throwing objects or displaying food and drink items on the window sills. No type of decorations, signs, etc., may be posted or hung between the window and blinds or directly on the window (inside or out). All violators will be disciplined and/or fined. Repeat offenders will be subject to suspension from University Housing.

Residence Hall Meetings

All students are required to attend a mandatory hall meeting on the official move in day. Time will be announced by the Residence Hall Director. University Housing facility meetings are held periodically during the semester. Residents are held responsible for all information which is disseminated during the meeting. Therefore, all meetings are mandatory.

Pets

Pets are not allowed in the residence facility, with the exception of a fish aquarium not exceeding 5 gallons, and service animals for the disabled. Service animals must be registered with Disability Services. Fish aquariums may only be used for fish. This means that no other species may reside in your room.

Small Business

Residents are not permitted to operate businesses out of University Housing (i.e. hair salons, manicurists, barber shops, etc.). Violators will be disciplined.

Intercoms

Intercoms are not to be used for private conversations. Permission must be secured from a member of the residence facility staff before making an announcement on the intercom (Official Business Only).

Holidays

With the exception of the apartments, all University Housing facilities will be closed during the Christmas Holiday and Spring Recess. At the end of the Spring and Summer Semesters all students are required to vacate University Housing within 24 hours of the students last final exam. Students who are not returning to the University for the Spring Semester must officially check out of the University Housing facility at the closing of the Fall Semester. It is recommended that residents take all their valuables home. Personal belongings left in the room will be the responsibility of the student.

Quiet Hours

University Housing facilities should be reasonably quiet at all times for the benefit of those studying and sleeping. All sound producing electronics are to be used quietly. The University reserves the right to confiscate and store any audio device that is determined by the University Housing facility staff to be disturbing to other students attempting to study and sleep. While quiet hours are in effect at all times, these hours are emphasized from 7:00 p.m. to 7:00 a.m. During mid-term and final exams, “quiet” hours are in effect 24 hours a day.

Illness in Residence Facilities

The University provides basic health services to students during normal business hours. If the student's illness exceeds the University's ability to provide medical care, the cost of hospitalization must be borne by the student. The University provides information for hospitalization which can be obtained from the University Health Center or Residence Life. The following suggestions should be adhered to when illnesses occur in the residence facility:

- a. If the student is in need of medical care (illness or accident) during the night; contact should be made with your Residential Hall Director or Tennessee State University Police Department.
- b. The University Health Center is located on the 3rd floor of the Floyd Payne Campus Center and operates from 8:00 a.m. to 4:30 p.m., Monday through Friday.
- c. In the event a student is hospitalized on an emergency basis or sent home because of illness, the Residential Hall Director should be notified immediately.

Appliances and Cooking

Cooking appliances are not permitted in the residence facility rooms. Food in the rooms must be kept in closed containers. Each of the housing facility contains kitchens or kitchenettes and should be left clean after use. Failure to use sensible cooking and cleaning habits in the kitchen areas may result in revocation of the privilege, and may be grounds for disciplinary action.

Grilling

According to the Metro Fire Prevention Code adopted January 1, 1995, Tennessee State University prohibits the use of charcoal, electric and propane on balconies. For grilling on grounds, please see Tennessee State University's Policy on Grilling on Campus.

Special Safety Regulations /Advisories

For reasons of safety, at no time should the emergency exit doors of the residence facility be propped open. Residents are required to enter through ID access doors only. The safety and security of the residents cannot be insured if any other doors are used. Failure to comply will constitute a major violation of residence facility regulations.

- A. Fire in the University Housing facility should be reported to the Residential Facility Director, or to his/her assistant if the Director is not available. Students should then activate the nearest fire alarm and exit immediately. Residents are advised to become familiar with the location exits, fire extinguishers and alarms. Tampering with life supporting equipment is a serious matter and is a misdemeanor. Intentionally pulled false fire alarms and/or discharged fire extinguishers is a misdemeanor according to the laws of the State of Tennessee. Violators will be charged a fee if the fire department has to respond and the student(s) will absorb the cost.
- B. Residents are to never drop any not and/or burning item in trash receptacles.
- C. Bicycles, motorcycles, other vehicles shall not be stored in rooms, on patios, in hallways, in stairways or other areas of the residence facility.
- D. The use of exercise weights in the University Housing facilities is prohibited unless authorized by the Residence Facility Director.
- E. If a resident is not going to be in his/her personal room for more than three days, the resident should contact his/her RA or Residential Facility Director to provide a telephone number. If the Residence Facility Staff does not know a student's whereabouts after four days, the staff is required to contact the Director of

Residence Life who will contact the Vice President of Student Affairs and TSU Police Department.

- F. Students are advised not to leave the University Housing facility alone after dark. It is advisable for students not to stay alone in classrooms, music practice buildings and other buildings.
- G. Students should leave expensive clothing and jewelry at home. The University will not assume any responsibility for items stolen in the Residence Facility.
- H. It is recommended that residents avoid borrowing. It helps to discuss feelings about borrowing or lending to roommate(s) and/or friend(s) to avoid conflict.

Bomb Threat/Tornado/Earthquake Procedures

Please refer to Emergency Management's Website at <http://www.tnstate.edu/emergency/> or call 615-963-1246.

Fire Drills

1. Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available through the Facilities Management Department at 963-5668.
2. If a minor fire appears controllable, IMMEDIATELY contact Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, ACTIVATE the building alarm. CAUTION: The building alarm rings only in some buildings; you must ALSO report the fire by telephone.
4. For large fires that do not appear controllable, IMMEDIATELY notify the Fire Department and the Campus Police, then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
5. When the building evacuation alarm is sounded, an emergency exists: walk quickly to the nearest marked exit and ask others to do the same.
6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic. **DO NOT PANIC!**
7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Know your area assembly points.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.

10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews; if there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!!!**

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

Visitation Policy

University Housing Visitation: University Housing visitation is a privilege and is not mandatory. The term “University Housing Visitation” refers to the visitation of men and women students, family and friends in residence facility common areas and resident’s rooms during regularly scheduled days and hours. Residents living in the building may not visit after established visitation hours without the consent of their roommate(s). If there is a conflict as a result of a visitor (inclusive of residents in the building) the method of resolution will be at the discretion of the Residence Facility Director.

University Housing Visitation shall be conducted under the following regulations:

A. Residence Halls

First-Time Freshmen must complete ALL sessions of the Residence Life Orientation prior to receiving visitation privileges.

All Classifications have visitation Monday through Sunday from 4:00 pm to 2:00 am.

1. Visitation will commence after the close of Late Registration.
2. Visitation shall not be scheduled during the weeks of Thanksgiving Recess, Spring Break, Mid-Term or Final Examinations.
3. A parent of the opposite sex is permitted to visit a resident’s room at times other than visitation periods provided that other residents on the floor are notified and permission is granted by a residence facility staff member. Room visitations by persons of the opposite sex in conjunction with check-in and check-out must be approved by a member of the residence life staff.

4. Guests shall be defined as those persons not residing in the residence facility of the host student.
5. Roommates must consent in writing for visitation in their room.
6. All guests must leave a Tennessee State University ID Card, driver's license, or other satisfactory identification at the desk prior to leaving the lobby area. Guests must be escorted from the lobby to the room to be visited and back to the lobby by the host or hostess. Non-residents are prohibited from being in the residence facility unescorted by their host or hostess.
7. 8 In each residence facility lobby, a sign-in sheet will be maintained requiring the signature of the host/hostess prior to leaving the lobby area. Upon leaving, the guest must sign out and be counter-signed by the host/hostess.
8. 9 Residents shall be responsible for the conduct and behavior of their guests.
9. 10 Non-students found in violation of the residence facility policies could be subject to arrest.
10. 11 A resident found in repeated gross violation of University Housing visitation regulations which would threaten the health, safety and welfare of others is subject, at the discretion of the appropriate Residence Life Official, to suspension or termination of his/her privilege of living in University Housing facilities coupled with other disciplines. Such action shall be followed by the initiation of appropriate disciplinary procedures.
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12. Non-resident students in violation of visitation regulations may be subject to disciplinary actions by the Director of Residence Life.
13. Room checks may be made at any time during a visitation period.
14. Children under 12 are not allowed to wander in University Housing facilities unsupervised at any time.
15. An overnight guest of the same sex of the resident are permitted, provided space is available with the following provisions and may not exceed two weekends per semester, and weekends cannot be consecutive.
 - a. Permission to have a guest must be obtained from the Residence Facility Director, one week prior to the guest's arrival on campus.
 - b. The resident with the guest must be present at all times
 - c. Guest must be registered with the Residence Facility Director.
 - d. Residents must inform guest of University Housing rules and accept responsibility for his/her (their) conduct.
 - e. University Housing visitation will be considered a residence facility academic/social activity. The act of intromission (sexual acts) is not permitted in the residence facility nor is intromission (sexual acts) permitted in or around the University owned facilities or property.

16. Residents and guests must be in proper attire suitable for class or street wear during visitation.

B. Apartments

1. Visitation may not occur outside the times of 12 p.m. to 2 a.m. Sunday through Saturday.
2. Non-resident students in violation of visitation regulations may be subject to disciplinary actions, but not limited to suspension of University Housing, by the Director of Residence Life.
3. Residents and guests must be in proper attire suitable for class or street wear during visitation.
4. Residents shall be responsible for the conduct and behavior of their guest.
5. Non-students found in violation of the University Housing facility policies shall be subject to arrest.
6. A resident found in repeated gross violation of University Housing facility visitation regulations which would threaten the health, safety and welfare of others is subject, at the discretion of the appropriate Residence Life Official, to suspension or termination of his/her privilege of living in University Housing facilities. Such action shall be followed by the initiation of appropriate disciplinary procedures.
7. Room checks may be made at any time during a visitation period.
8. Residence Facility visitation will be considered a residence facility academic/social activity. The act of intromission (sexual acts) is not permitted in the residence facility nor is intromission (sexual acts) permitted in or around the University owned facilities or property.
9. Children under twelve are not allowed to wander in University Housing facilities unsupervised at any time.

Residence Hall Conduct and Disciplinary Sanctions

Students residing in University Housing facilities or any other form of University Housing will be subject to all rules and regulations of the **University and Tennessee Board of Regents including, but not limited to, the Board of Regents Rules of Student Conduct, (Chapter 02402-3)** and Tennessee State University Student Disciplinary Rules, (Chapter 0240-3-5) and all rules and regulations included herein. Violations of University and Tennessee Board of Regents rules and regulations may subject the resident to disciplinary action and the imposition of sanctions related to the resident's status as a student as well as a resident.

1. Conduct in University Housing which may subject a resident to sanctions related to his/her status as a resident, shall include, but not limited to the following:
 1. Failure to cooperate with or comply with directives of University Housing staff members and other University officials acting in the performance of their duties.
 2. Possession or use of alcoholic beverages and empty alcohol containers.

3. Unlawful possession or use of any drug, controlled substance and paraphernalia.
4. Gambling in any form.
5. Possession of explosives, fireworks or flammable materials, such as gasoline.
6. Possession of bullets, firearms or other dangerous weapons.
7. Possession or use of any device which produces an open flame or obnoxious odor.
8. Use of electric blankets, hot plates, popcorn poppers, coffee makers or other heat producing devices. Irons and electric curling irons are exceptions.
9. Possession or use of any cooking appliance – other than microwaves.

10. Allowing unauthorized students to reside in the resident's room, without permission from the Residence Facility Director. The student is subject to a monetary fine and/or housing suspension.
11. Disturbing other residents by rowdy, boisterous, disorderly behavior.
12. Using sound producing equipment in any manner which disturbs other residents.
13. Ignoring a fire alarm or refusing to evacuate the premises when an alarm is sounded.
14. Tampering with fire alarm mechanism, fire extinguishers or sprinkler systems.
15. Disorderly conduct or misbehaving by any resident or guest. Residents shall inform their guest of University Housing rules and regulations and shall be responsible for their conduct.
16. Propping open stairway doors or exit doors.
17. Dropping, throwing or hanging objects from the window.
18. Subletting or permitting any unauthorized person in the University Housing facility.
19. Changing or modifying room locks or installing additional locks.
20. Property damage to any University Housing facility, equipment or furnishings.
21. Violation of any University housing rules and regulations published in the Student Handbook. The disciplinary offenses contained in the Code of Student Conduct are incorporated herein by reference (Chapter 0240-3-5).
22. Loaning out or borrowing room key/fob is a gross violation of University Policy and Procedure.
23. Any violations will subject student(s) to housing suspension or termination.

University Housing Disciplinary Sanctions. Under determination that a violation of any regulation has occurred; the following disciplinary sanctions may be imposed, either singly or in combination with University Student Conduct, and or State or Federal agencies, by the appropriate University Official:

1. Restitution. A student who has committed an offense against property may be required to reimburse the University or other owner for damages to or misappropriation of such property. Any such payment is restitution shall be limited to actual cost, repair or replacement. Students may be assessed by the group basis for damages to common areas.

3. Impoundment. Any equipment, appliance or device, the possession or use of which is prohibited in University housing, or any sound producing equipment which is used in a manner disturbing to other residents, may be impounded.
4. Warning. The appropriate University official, including University Housing staff members, may notify the student in writing that continuation or repetition of specified conduct may be cause for other disciplinary actions.
5. University Housing Suspension and Forfeiture. A student suspended from the University Housing may not reside, visit or make any use whatsoever of a residence facility activity during the period for which the sanction is in effect. A suspended University Housing student will be required to forfeit fees (including any unused portion thereof).
6. University Housing Probation. A resident placed on University Housing Probation is deemed not to be in good standing with the residence facility community and continued residence is conditional upon adherence to the rules, regulations and provisions of the Code of Student Conduct and the University Housing contract.

The disciplinary sanctions contained in the TSU Code of Student Conduct are incorporated herein by reference. Violation of any regulations is considered Breach of Contract, which may result in dismissal from University Housing.

Housing Judicial Fines and Charges

Alcohol (<i>Possession or consumption of</i>)	\$100.00
Candles and Incense Burning	Confiscation
Visitation Violation Apartment /Traditional	\$75.00
Defacing/Destruction of University Property (<i>Graffiti, fire, holes in wall, burns, etc.</i>) <i>COST of Repair and Reprimand</i>	
Failed Room Inspection	\$25.00
Failure to Leave Building During Fire Drill	\$75.00
Improper Disposal of Trash	\$25.00
Lost Key/Failure to return key in apartment	\$275.00
Lost Key/Failure to return key in residence hall	\$58.00

False Fire Alarm Activities \$75.00 plus cost of damages incurred	\$200.00
Smoking	\$75.00
Tampering with Fire Safety Equip.(<i>POLICE REPORT+REPAIR COST +\$75.00</i>)	
Failure to show TSU I.D	\$50.00
Lock Out Fee	\$10.00
Improper Check Out	\$150.00
Other (<i>specify</i>):	

UNIVERSITY HOUSING DISCIPLINARY SANCTIONS AND FINES

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
Lock Out Fee	-Letter -\$10 fine	-\$10 fine	-\$10 fine -See HD	-\$10 fine
Improper Disposal of Trash	-Letter -\$25 Fine	-\$25 Fine -see HD	-\$25 fine & Housing Probation	-\$25
Failed Room Inspection	-Letter -\$25 Fine	-\$25 Fine - see HD	-\$25 fine &: -Housing Probation -	-\$25 Fine &: -Housing Probation -Housing Suspension and Forfeiture
Excessive noise during regular hours	-Letter -\$15 Fine	-\$15 fine - see HD	-\$15 fine &: -Confiscation of property -Housing Probation	-\$25 &: -Housing Probation --Housing Suspension and Forfeiture
Violation of quiet hours	-Letter -Warning	-\$15 fine & Letter -Confiscation of property	-\$25 fine&: -Confiscation of property	-\$50 &: -Housing Probation -Housing Suspension and Forfeiture
Possession Candles and Incense	-Letter &:: -Confiscation of property	-\$25 fine &: Confiscation of property & -See HD	-\$25/ Confiscation of property &: -Housing Probation	-\$25 fine / Confiscation of property &: --Housing Suspension and Forfeiture
Unauthorized room change	-Letter & Warning	-\$150 fine &: -Housing Probation	-\$150 fine &: -Housing Suspension and Forfeiture	
Unauthorized pets on University's Property	-Letter -Housing Probation	-Housing Suspension		

Unauthorized removal of university property	-Letter -Restitution	-Restitution -Housing Probation	Restitution and Housing Probation	
Visitation Violation	-Letter -\$75 Fine	-\$75 fine &: - suspension of visitation for semester -Housing Probation	-Housing Suspension and Forfeiture	
Unauthorized overnight visitor per night	-Letter -\$100 Fine (per day)	-\$100 fine(per day)&: -Housing Probation	-\$100 fine(per day)& -Housing Suspension and Forfeiture	
Unauthorized Parties	-Letter -\$? Fine Housing Probation	-fine &: Housing Suspension and Forfeiture		
Unauthorized use of fire exit doors	-WARNING	-\$75 fine &: -Housing Probation	-\$75 fine &: -Housing Suspension and Forfeiture	
Vandalism Defacing/Destruction of University Property (Graffiti, fire, holes in wall, burns, etc.)	-Restitution - Housing Probation	Restitution -Housing Suspension and Forfeiture		
Failure to evacuate building as directed	-\$100 Fine & WARNING	\$200 fine &: -Housing Probation	-Housing Suspension and Forfeiture	
Smoking in unauthorized areas	-Letter -\$ 75 Fine	-\$75 Fine &: -Housing Probation	-\$75 Fine &: -Housing Suspension and Forfeiture	
Tampering with fire/safety equipment	-\$250 Fine + repair cost &: -Housing Probation	-Housing Suspension and Forfeiture		
Threatening of other residents	Counseling -see HD	-Housing Probation	Housing Suspension and Forfeiture	
Possession of alcohol	-\$200 Fine & see HD	-\$200 Fine Housing Probation Counseling	-Housing Suspension and Forfeiture	
Disorderly Conduct (profanity, public nudity, drunkenness and lewdness)	-Housing Suspension and Forfeiture			

Disrespect of University Official (Threatening bodily harm, profanity, disobedience)	-Housing Suspension and Forfeiture			
Physical assault and physical altercations	-Housing Probation	-Housing Suspension and Forfeiture		
Weapons Possession or the presence in your room (All Firearms, Firearms, Bullets, knives, or other dangerous Weapons)	-Housing Suspension and Forfeiture			
Illegal Drugs or the presence in your room (possession or use of)	Counseling -Housing Probation	-Housing Suspension and Forfeiture		
Possession of drugs with the intent to sale (Possession or casual exchange (first and second convictions). Possessing any amount of marijuana, or exchanging up to and including one half of ounce of marijuana (without payment), is a misdemeanor. Penalties include a fine of up to \$2,500, up to one year in jail, or both. •Third and subsequent convictions. When the defendant has two or more prior possession or casual exchange convictions, the offense is treated as a felony. Penalties include a fine of up to \$5,000, between one and six years in prison, or both.) *Tennessee	-Housing Suspension and Forfeiture			

Code Ann. § 39-27-418.				
Participating or aiding in Hazing	-Housing Probation	-Housing Suspension and Forfeiture		
Possession of Unauthorized electronic devices	-Letter -Confiscation of property	-\$ 25 Fine -Confiscation of property Housing Probation - see HD	-Housing Suspension and Forfeiture	
Possession of Unauthorized Cooking Appliances	-Letter -Confiscation of property -\$? Fine	-\$? Fine -Confiscation of property - see HD	-Housing Probation	-Housing Probation -Housing Suspension and Forfeiture
Roommate disputes	-RA Mediation	- see HD	Counseling	-Housing Probation
Damage to University's property (no vandalism)	-Restitution	-Restitution - see HD	-Housing Probation -	Housing Suspension and Forfeiture
Lost Key/Failure to return key in residence hall	-\$58 fine	-\$58 fine	-\$58 fine &: - see HD	-\$58 fine & -Housing Probation
theft in room	- see HD (Police report)			
Improper checkout	-\$150 fine Housing Probation	-\$150 fine & -Housing Suspension and Forfeiture		
Failure to attend mandatory activities	-Letter - see HD	- see HD	- see HD	Housing Probation -Housing Suspension and Forfeiture
Failure to show TSU ID	Letter	Fine	Housing Probation	Housing Suspension and Forfeiture
Soliciting	-Letter	Fine	- see HD &: -Housing Probation	Housing Probation -Housing Suspension and Forfeiture