

# University Housing and Resident Experience Policies

## University of Louisville Code of Student Conduct/Residence Hall Policies & Regulations

The Code of Student Conduct is the University's policy regarding non-academic misconduct of students and student organizations. Students, including students in the Residence Halls, have the responsibility to follow all regulations outlined in this policy. The Residence Hall Policies and Regulations are in addition to the policies contained in the Code of Student Conduct, and students in housing may face charges under the Code for behavior in the Residence Halls. The Code of Student Conduct can be viewed on the Dean of Students website. The Residence Hall Policies and Regulations can be viewed on the Campus Housing Policies and Procedures website.

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of University of Louisville are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on University of Louisville property or as part of any University of Louisville sponsored activity unless specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University of Louisville property or at University of Louisville sponsored activities. The full policy may be found on the Dean of Students website.

University of Louisville affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students could result in cognitive deficits, loss of productivity, and other health risks, including an increased risk of accidents that may result in death or permanent injury. Confidential counseling for alcohol and other drug-abuse issues is available to students through the University of Louisville Counseling Center. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies.

Residents/guests exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the resident/guest's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by University of Louisville Police or Louisville Metro Police in order to ensure the individual's health and safety and/or a conduct complaint for

Public Intoxication and/or Failure to Comply, and/or other violations under the Code of Student Conduct.

## Family Education Rights and Privacy Act & Parental/Legal Guardian Notification Policy

In order to protect your rights as a resident and University student, University Housing and Resident Experience maintain electronic records on all disciplinary action. Access to these records is restricted to the student, to individuals for whom the student has granted access through a properly executed FERPA release, and to University officials who have a legitimate educational interest in reviewing a student's records. For further information on the University's compliance with the Family Education Rights and Privacy Act of 1974, please visit Family Educational Rights and Privacy Act (FERPA).

There are exceptions under special circumstances, including the need to protect the health or safety of the student and/or other individuals and the ability to disclose to parents or legal guardians of a student under the age of twenty-one (21) incidents involving drug and alcohol violations in which the student is found to be responsible.

The residence hall policies are designed to give a clear understanding of what is expected of a residential student. The policies are intended to cultivate a living and learning academic environment. Policies have been established in accordance with University regulations, local, state, and federal laws. Housing policies apply to all residents regardless of student status. The policies set in place are to be in the best interest of the residence hall community at large. University Housing and Resident Experience has established several guidelines that are intended to give residents standards by which they can live and learn together. These guidelines explain the process for visitation, excessive noise, property loss or damage, leaks, fire safety, and a multitude of other residential procedures. Residents, prospective residents, and guests are strongly encouraged to check with staff members ahead of time regarding any questions, perceived exceptions, or interpretations they might have concerning these guidelines.

## University Housing and Resident Experience

These residential policies are for all residents and guests who enter the following halls:

- Belknap Village North
- Bettie Johnson Hall
- Billy Minardi Hall
- Cardinal Towne
- Community Park
- Denny Crum Hall
- Kurz Hall
- Louisville Hall
- Belknap Village South
- Unitas Hall

- University Pointe
- University Tower Apartments

## Residential Responsibility

We believe residents come to the University of Louisville understanding that they are responsible for their actions and that living in a densely populated environment requires maturity and good judgment. The policies and procedures in this document allow University Housing and Resident Experience to govern behavior, to modify agreements or take other actions, including but not limited to restriction of privileges, such as visitation restrictions, if residents do not comply with the policies and procedures. The residence hall staff address residents if their actions are contrary to policy. Our sincerest desire is that by calling attention to a resident's behavior and consequences, better judgment will be exercised and future incidents avoided.

## Alcohol, Drug and Tobacco Policies

### H4. Alcohol Policies

The following sections describe University of Louisville University Housing and Resident Experience policy regarding the sale, service, distribution, and consumption of alcoholic beverages on university property in accordance with federal, state, and local laws.

Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the conduct sanctions outlined in section 13 of the [Code of Student Conduct](#) and section H10 of this document.

### **Alcohol Possession, Consumption, Distribution, Alcohol Paraphernalia, Receptacles Common Sources, Drinking Games**

Prohibited conduct includes:

- H4a. The possession and/or consumption of alcohol and the possession of empty alcohol containers in all first-year communities (Belknap Village North, Community Park, Kurz Hall, Louisville Hall, Belknap Village South, Unitas Tower). University Housing and Resident Experience staff who are required to live in the community as a condition of their role and residents who are of legal drinking age are exempt from H4a.
- H4b. The possession and/or use of common source containers of alcohol include containers used to provide alcohol to multiple persons, including but not limited to kegs, home brewing kits, pony kegs, and etc.
- H4c. Possession or consumption of alcohol in common areas. Common areas including any area outside of private living spaces, including but not limited to lounges, hallways, stairwells, elevators, balconies, laundry rooms, public or community bathrooms, and study areas.
- H4d. Participation in drinking games. Drinking games include any activity which promotes the binge consumption of alcohol and/or encourages alcohol consumption based on sets of rules, strategies, guidelines, instructions, and etc.

- H4e. Being under the influence of alcohol under the drinking age in a residential space.
- H4f. The possession and/or consumption of alcohol by any individual under the legal drinking age in any residence hall.
- H4g. The possession and/or consumption of alcohol by persons of legal drinking age in a residence space where the hosting resident is not of legal drinking age.
- H4h. The hosting of persons who violate any of the following residence hall policies: H4a, H4b, H4c, H4d, H4e, H4f, and H4g. The hosting of persons who violate any of the following Code of Student Conduct policies: 11h, 11i, and 11j.
- 11h. Providing alcoholic beverages to individuals under twenty-one (21) years of age, or possession or use of alcoholic beverages by individuals under twenty-one (21) years of age.
- 11i. Unauthorized possession of an open container of an alcoholic beverage.
- 11j. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of distribution.
- 11y. Appearing in a public place manifestly under the influence of a controlled or other intoxicating substance.

### **Drug & Tobacco Policies**

The following sections describe University of Louisville University Housing and Resident Experience policy regarding the sale, manufacture, distribution, possession, and use of illegal drugs on University property in accordance with federal, state, and local laws.

### **Controlled Substances and Illegal Drugs**

The unauthorized distribution, possession, manufacture, or use of any controlled substance or illegal drugs, as defined by the Kentucky Revised Statutes, Chapter 218A is prohibited.

### **H5. Drug Policies**

Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the conduct sanctions outlined in section 13 of the Code of Student Conduct and section H10 of this document.

### **Drug Paraphernalia**

H5a. The unauthorized distribution, possession, manufacture or use of drug paraphernalia or paraphernalia with illegal drug residue is prohibited. Drug paraphernalia means any device and/or materials for the intended or implied use of controlled substances and illegal drugs, including but not limited to devices and/or materials used to prepare, use, or cover-up the use of drugs.

### **Marijuana**

Distribution, possession, manufacture, or use of any quantity of marijuana is prohibited. Note: Possession of a medical marijuana license or prescription does not provide exemption from this policy.

### **Prescription and Over-the-Counter Medication**

H5b. The unauthorized distribution, possession, or use of any prescription medication, over-the-

counter medication, or any other substance being used in any manner other than its intended purposed which can cause harm, is prohibited in all residence halls.

## **H6. Tobacco Policy**

The University of Louisville is a smoke-free campus. Smoking is not permitted throughout the University. UofL is a smoke-free campus. Cigarettes and electronic smoking devices including e cigarettes, vaping devices, and juuls are banned from the residence halls. Hookahs are also banned from the residence halls.

## **H7. Fire Safety**

Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the conduct sanctions outlined in section 13 of the Code of Student Conduct and section H10 of this document.

H7a. Evacuation of all persons in University buildings is mandatory when a fire alarm sounds.

H7b. Use of all microwaves and other approved cooking devices must be monitored properly.

H7c. Usage, display, or unauthorized hanging of banned cooking utilities to include but not limited to the following items, which are strictly prohibited in the residence halls as noted.

- Butane and Bunsen burners
- Candles (including decorative and de-wicked), lanterns, and torches
- Coffee pots (except in apartment style hall)
- Combustible figurines
- Crock-pots (except in apartment style hall)
- Electronic skateboards including hover boards
- Electronic scooters (personal & commercial) unless for an approved accommodation.
- Flammable/combustible liquids
- Halogen lamps
- Hanging objects from sprinkler heads, pipes, and electrical conduit is strictly prohibited.
- Heat lamps
- Hot plates/electric skilletts
- Incense
- Indoor and outdoor grills
- Live cut trees (such as Christmas trees)
- Oil based deep fryers
- Oil lamps
- Propane and other flammable or non-flammable compressed gas cylinders unless medically necessary (must be approved)
- Space heaters
- Sparklers/or any other pyrotechnic device
- Toaster ovens (except in apartment style hall)
- Toasters (except in apartment style hall)

- Unapproved extension cords

Use of cooking appliances in rooms are limited to basic microwave use. Buildings that have apartment style rooms include full kitchens and should be monitored and used appropriately. Items may not be posted, displayed, or attached to the window in a fashion such that they are visible through a window. This policy includes, but is not limited to, signs, cans, bottles, and posters.

H7d. Covering or removing smoke or heat detectors is strictly prohibited, and may result in student conduct and criminal charges.

H7e. Covering, damaging, or defacing life safety equipment such as exit signs, fire alarm components, standpipe connections and cabinets, emergency lighting, etc. is strictly prohibited and may result in criminal charges.

H7f. Propping or causing to be propped any exterior door to the residence hall is strictly prohibited.

H7e. UofL is a smoke-free campus. Cigarettes and electronic smoking devices including e cigarettes, vaping devices, and juuls are banned from the residence halls. Hookahs are also banned from the residence halls.

## **H8. Community/Residence Hall Policies**

H8a. Failure to follow courtesy (quiet) hours and/or causing noise to be audible and or causing vibrations to be felt by another floor or room within the building or outside.

## **Courtesy (Quiet) Hours and Noise Policy**

Courtesy hours are in effect at all times to maintain community standards and to meet the expectation of an environment conducive to academic success. Noise originating from anywhere on a floor should not be audible by another floor or room within the building or outside the building. Students are encouraged to engage as a community, and are expected to accommodate the needs of their peers. Engagement should not impeded the pursuit of academic success. A resident may ask another resident to reduce noise at any time under the expectations of courtesy hours.

Quiet hours begin at 10:00 PM Sunday, Monday, Tuesday, Wednesday, and Thursday. Quiet hours begin at 12:00 AM on Saturday and Sunday. Quiet hours end at 8:00 AM. All residents and rooms are expected to eliminate noise that impacts other members of the community during quiet hours.

## **Guest Visitation Policies**

H8b. Failure to follow visitation hours and failure to follow guest sign-in/out policies.

A roommate's expectation of privacy, sleep, and academic success takes precedence over the privilege of a host to have a guest(s). The resident must have approval from their roommate(s) or suite/apartment-mate(s) to have a guest(s).

### **Host**

A host is a resident who is responsible for a guest's or other resident's presence in the host's assigned residence space. Any person in a residence space other than the assigned residents must be hosted by one of the assigned residents. Assigned residents are responsible for hosting any other guest and/or resident who enters the resident host's assigned space. Residents are responsible for and can be held accountable for the behavior of their guests.

### **Guests**

A guest is defined as any visitor who does not live in the building, including family members and parents. University of Louisville students and residents only have access to the specific residential space where they are assigned and are considered guests in all other communities. A resident must inform their guest(s) of policies and violations of University Housing and Resident Experience. A resident will be held responsible for the guest's behavior that takes place inside the resident's room and in the common areas of the building, whether or not the resident is present. Guests who fail to comply with any University policy or staff member will be asked to leave the residence hall. A guest can be denied permission to remain in the building or may be prohibited from future visits if the individual creates a disturbance or violates any rules or regulations.

All residents must register their guests by scanning the QR code located at each desk and entrance to their building and complete the online guest registration form. In the event that a University Housing and Resident Experience staff member is not present the resident must sign-in and sign-out the guest by completing the on-line form. No more than two guests per resident may be signed-in at any time.

The following guidelines apply to the host:

Guests visiting in all halls must have an escort and the resident must escort their guest in the building all the way to the resident's room;

- The resident must remain with their guest while in public areas, kitchens, TV lounges, study lounges, laundry rooms, hallways, stairwells, or elevators.
- In buildings with gender specific floors guest must use the restroom that aligns with their gender identity.
- The guest must remain in the resident's room and/or accompany the resident until the guest leaves the building.
- A resident should not agree to host a person(s) they do not know. The resident will be responsible for the guest. Hosting a guest, includes opening lobby doors to allow visitors to enter.
- Residents are prohibited from loaning their residence hall key to another person for any reason. In addition, any individual found in possession of a residence hall key not issued in their name is in violation of the guest policy.

### **Visitation**

H8c. Violation of visitation policies.

Visitation is defined as the time period in which a resident has a guest(s) in the resident's rooms, suites, apartments, or public areas of residential floors. In addition to the set of University Housing and Resident Experience guidelines for guests, specific visitation plans should be outlined by residents in the side by side agreements stating the maximum hours during which visitors or guests may visit. With these plans, the shared concerns and expectations of the roommates are of paramount importance and determine acceptable visitation privileges within a specific room. Visitation is a privilege that is subordinate to a resident's right to privacy within a resident's own room. Residents may not exercise their visitation privileges if doing so interferes with the rights of their roommate(s) or other residents. Suspension of visitation privileges for an individual, a floor, or an entire residence hall may be issued by University Housing and Resident Experience. The visitation policy strives to recognize and balance the following priorities:

- The need to provide options for residents and families who have different desires regarding visitation arrangements.
- The need to maintain a safe environment in the halls.
- The need to respect resident's desire for privacy.
- The need to recognize the value of visitors in a vibrant educational community.

### **Visitation hours and Guest Sign-in**

Visitation and sign-in hours: are in effect 24 hours per day, 7 days per week.

The visitation policy applies to all areas of the residence halls, which includes, but is not limited to stairwells, elevators, hallways, and individual rooms. The Hall Director reserves the right to revoke visitation privileges for repeated violations, other discipline issues, safety, and/or security reasons.

### **Overnight / Guest Policy**

H8d. Failure to follow the guest and guest escort policies.

An overnight guest is any person who is not assigned to the particular bedroom/suite/apartment in which they are present in for a substantial portion of the night. All roommates/suite/apartment mates must be in agreement about whom, when, and the number of hours a visitor is allowed. The following are guidelines for residents who host a guest(s) and the individuals who are overnight guests:

- A resident is allowed to have two (2) guests per resident stay overnight.
- A residents cannot host overnight guest(s) more than two (2) times/stays per month.
- A residents cannot host overnight guest(s) more than three (3) consecutive nights in a given stay.
- A guest cannot have more than two (2) different times/stays per month and no stay can be more than three (3) consecutive nights.
- A residents must be present in the room when hosting an overnight guest.

## **Illegal Occupancy and Cohabitation**

H8e. Illegal Occupancy and Cohabitation.

## **Illegal Occupancy and Cohabitation includes, but is not limited to an individual who is:**

- Stays more than two (2) times per month in a residence hall.
- Individuals in a residence hall while privileges are restricted.
- Residents who remain in a residence hall who are not enrolled or not in good standing with the University of Louisville without prior permission.
- Individuals residing in a residence hall without a signed license on file with University Housing and Resident Experience.
- Guests present without a roommate's allowance.
- Guests who keep personal belongings, such as clothes and books, in the room as if they lived in that room/suite/apartment.
- An Individual utilizing a key or other method to enter a room or apartment that is not assigned to them.
- A guest(s) using the bathroom and shower facilities as if they lived in that room/suite/apartment.
- A guest(s) who has items such as food, clothing, and personal hygiene items stored in a resident's room/suite/apartment.

## **Lockouts**

H8f. Report of a first, second, and/or third lockout.

H8g. Excessive lockouts beyond the third lockout.

If a resident is locked out of their building and/or room, take the following steps: contact the Resident Assistant on duty if your roommate is not present in space. Go to the front desk for assistance. A warning will be issued for the first three (3) lockouts, and further sanctioning will take place on the fourth (4th) and subsequent lockouts.

## **Room Personalization Guidelines**

H8h. Violation of room personalization guidelines and/or misuse of furniture and/or appliances.

A resident is encouraged to make their room as comfortable as possible. Certain guidelines must be followed for appearance and safety needs. Any damage done to the paint, surfaces, or furnishings due to personalization will be charged to the resident. Below are guidelines to be followed:

- All university furniture provided at check-in must be present in the room upon checkout in the same condition as it was originally reported on the room condition form.
- No university furniture should be taken outside including balconies.
- Furnishings provided by the resident must be freestanding.
- Loft-style structures will not be permitted except those approved and purchased through the University Housing and Resident Experience Office.
- Furniture is to remain upright and not stacked. Bed ends are not to be inverted.
- Furniture may not be taken apart.

- Cinderblocks or other bed elevating devices are not permitted. Commercial bed risers that meet University Housing and Resident Experience specifications are permitted.
- Liquid-filled furniture is not permitted because of the extra weight and potential danger of damage to property.
- Painting or wallpaper is not permitted in any hall.
- Any rewiring of current fixtures or addition of new fixtures is not permitted.
- Personal mirrors may not be attached to furniture or walls.
- Locks may not be added to any University property.
- Residents may not to install or have installed any modification to their space without permission from University Housing and Resident Experience, this includes items such as a dance pole.

## Sign-Posting Policy

H8i. Unauthorized sign posting.

Posters and flyers to be distributed within the residence halls must be approved by University Housing and Resident Experience prior to distribution and/or posting in residence hall areas, subject to objective, content- and viewpoint-neutral criteria. The guidelines and prior approval process pertain to bulletin boards and other University-controlled spaces in the residence halls.

- Students or organizations seeking approval should bring one (draft) copy of the proposed posting to one of the University Housing and Resident Experience office located in Stevenson Hall. If the posting is approved for distribution/posting, it will be labeled with an approval mark PRIOR to being returned to the applicant for additional copies to be made.
- If approved, the student or organization should make additional photocopies bearing the approval mark. Postings desired in the lobby areas may be placed by the person or group, but postings desired in the hallways or other locations in the hall will be posted by housing staff. All postings should be removed thirty (30) days after posting or no later than twenty-four (24) hours after the posted event has occurred. For safety reasons, posting is not permitted on glass doors, elevators, exit doors, or windows.
- Content Disclaimer: The posters and flyers should adhere to all university policies and state and federal laws. Promoting the use of alcohol and/or illegal substances is also prohibited. It may not include any reference to or support of blatant violations of the Code of Student Conduct, University Housing and Resident Experience Policies & Procedures, federal, state, or local law. University Housing and Resident Experience reserves the right to reject any posting, subject to objective, content- and viewpoint-neutral criteria.
- Advertising for commercial (i.e. profit-making) purposes by businesses, organizations, entities, or individuals must be approved by the Director of University Housing and Resident Experience or his or her designee. All commercial advertising will be placed in a pre-determined location in each lobby. Door-to-door delivery of commercial advertising is prohibited.
- Students are free to post signs, artworks, advertisements, etc. on the exterior side of the door to their individual room. Resident Assistants may ask students with a posting that violates law

or university policy to remove them.

## Pet Policy

H8j. Violation of the pet policy.

Pets, excluding fish, are not allowed in the residence halls without permission from Housing. Aquariums must be ten (10) gallons or less. Violation of the pet policy may result in the resident being charged for maintenance and/or clean-up for the pet. A resident with a disability may be permitted to have a service animal or emotional support animal under the provisions outlined in the [Service and Emotional Support Animal Policy](#).

A resident must register the service animal and/or emotional support animal (ESA) and receive approval through the Disability Resource Center prior to bringing the animal into residence hall. Violation of the pet policy may result in the resident being charged for maintenance and/or clean-up for the pet.

## Emotional Support Animal

A resident is not permitted to have an emotional support animal without completing the necessary process to register the emotional support animal with the University Disability Resource Center.

The resident's ESA is prohibited from allowing the ESA to urinate and defecate in the common outdoor spaces within a residence hall.

## Unsanitary Rooms

H8k. Unsanitary room.

During regular maintenance checks and other visits by staff, a room may be deemed unsanitary and/or a fire hazard due to furniture or personal items blocking or impeding a safe exit, excessive trash, grease in stove area, papers, and other combustibles on the floor, etc. Personal items should be stored in a clean and orderly manner to promote proper hygiene and lessen the risk of pest infestation. If such a violation occurs, the resident will be notified in writing that they have three (3) days to address the matter. If it is not taken care of satisfactorily, Housing will have the matter corrected at the resident's expense.

## Weapons Policy

H8l. Possession or storage of any CO2 and/or spring propelled guns.

Weapons are not permitted as outlined in [Section 11b of the Code of Student Conduct](#).

Additionally, any CO2 and/or spring propelled guns are also prohibited in the residence halls. Anyone with weapons in their possession may be subject to serious action including dismissal from the university and criminal prosecution.

# Supervision of Minors

Residents are not permitted to babysit or provide childcare within the residence halls. Guests under the age of fourteen (14) are not permitted to stay in the residence halls overnight.

## Child Abuse Policy

University Housing and Resident Experience staff members are required under the Kentucky Unified Juvenile Code (KRS Chapters 600 to 645) to make a report of any neglect, physical, sexual, or emotional abuse, and dependency of children to Child Protective Services (502-595-4550). Child abuse may be indicated by physical marks on the child, a child may report abuse, or the child may be left unattended in a room or apartment. These are only some examples of child abuse and are not exhaustive – definitions of child abuse, neglect, and dependency may be found under Kentucky Revised Statute 600.020. The following steps will be taken when abuse is suspected:

1. The University Housing and Resident Experience professional staff on-call will be contacted.
2. The hall staff will document the incident.
3. If after hours, Child Protective Services will be contacted the next working day by University Housing and Resident Experience Staff.

To report a concern about a child potentially being abused, neglected, or is unattended, please contact Child Protective Services (502-595-4550).

## Room Entry

University Housing and Resident Experience reserves the right to enter into a resident's room for purposes of maintaining the facility and emergency responses. Housing respects the resident's right to privacy and has specific guidelines for room entry by staff.

To ensure this right of entry, a resident is not permitted to add any additional locking devices to room doors that would deter entry by staff.

### **Entry for Maintenance**

A description of the various acceptable room entry possibilities are outlined below:

- Written request for maintenance
- Pest Control
- Emergency situations (leak, smell, or smoke)

Physical plant and University Housing and Resident Experience facility staff may enter rooms on their own to respond to written requests for maintenance work. These requests can be made by staff or residents by reporting on the University Housing and Resident Experience website. It is the general policy of the physical plant that staff may not enter a residence hall room before 10 am unless urgent and necessary. Physical plant staff may enter rooms for normally scheduled maintenance work (filter changes etc.) or for maintenance checks to look at specific items. A schedule of these times will be

provided to the building staff in advance and the date, time, and reason for these room entries should be posted in the hall to alert residents.

Building staff may enter rooms for inventory, maintenance, or other safety and security checks with the prior approval of the Associate Director for Facilities. The date(s), time(s), and reason(s) for these room entries must be posted in the hall in advance to alert residents.

Building staff may enter rooms to allow access to pest control staff or other related type services. The date(s), time(s), and reason(s) for these room entries should be posted in the halls in advance to alert residents.

### **Entry for Safety and Security**

Building staff may enter rooms to conduct a scheduled safety or security check when necessary (i.e. fires, electrical problems, etc.). These room entries should be approved in advance by the Residence Hall Director. Signs indicating the date(s), time(s), and reason(s) for the room entries should be posted in the hall to alert residents.

Building staff may enter rooms for a scheduled fire drill after signs have been posted to alert residents. Staff may also enter rooms during false fire alarms if serious problems have occurred in the past with residents failing to evacuate. Approval for room entry during false fire alarms must be secured in advance from the Assistant Director for Residence Education.

Staff may enter rooms when there appears to be a medical emergency in progress. For example, when a resident is asking for assistance or when they have information about a person in the room who may be sick or injured.

Staff may enter rooms when there appears to be an emergency situation that could have serious outcomes if left unattended (i.e. leaks, smell of smoke, etc.) Two situations need additional clarification in this section.

1. Smell of smoke - If building staff is concerned that smoke is coming from a room, the staff member may knock, announce themselves, and after a period of time enter the room to observe if there is smoke. The purpose of the entry is based on the concern that the staff member believes something is burning in the room that could cause serious damage or injury if left unattended and there is no response to knocks on the door.
2. Excessive noise - Staff will sometimes come across situations where there is excessive noise (i.e radio, TV, alarm clock, etc.) coming from a room. If after several attempts to get a response and a resident does not answer, staff may enter the room based on the noise and concern that the resident is unable to respond. If no one is in the room, staff may turn off the radio, TV, etc., and document what occurred in an incident report.

### **Entry for Other Reasons**

Staff may enter rooms when presented with a warrant by law enforcement officials. The Hall Director or Staff on call should be notified if this occurs. Staff should not open doors for law enforcement

officials without a warrant other than for the approved reasons listed in this section.

- Staff may enter rooms during vacation periods to determine that no serious safety hazards exist, to determine if a check out has occurred, or to assure the room is presentable for a new resident.
- Staff may enter rooms any time after the official check out date to determine if check out occurred.
- Staff may enter rooms at the request of the resident, i.e., for lock outs or when given prior approval to let another resident into the room.
- Staff may be asked to enter a room to confiscate a weapon, if requested to do so by University Housing and Resident Experience Director or their designee. What occurred would be documented in an incident report.
- Staff may enter rooms to verify the alleged presence of an animal in violation of the pet policy

## Title IX Student Sexual Misconduct Policy

The University of Louisville prohibits all sex discrimination and Sexual Misconduct. The Title IX Student Sexual Misconduct Policy outlines expectations, reporting options, and resources for all students, employees, University visitors, or third Parties within the University community, regardless of sexual orientation or gender identity and is to be utilized when the Respondent is a student, and the jurisdictional requirements of Title IX are met. Sexual Misconduct offenses include Sexual Harassment (includes quid pro quo and hostile environment); Sexual Assault; Domestic Violence; Dating Violence; and Stalking.

Further information on the University's Sexual Misconduct Policy may be found at

<https://louisville.edu/dos/students/studentpoliciesandprocedures/student-sexual-misconduct-policy>.

## Internet Use

Downloading or sharing copyrighted files from the Internet is against [University Policy](#). Any resident found responsible will have their Internet port shut down for a period of time, depending on the severity of the issue and the resident's response. In addition, conduct action may be taken, which can result in forfeiture of the resident's housing license. Wireless routers are prohibited in University Housing.

## Missing Persons Policy

This policy has been designed to comply with the Higher Education Opportunity Act of 2008 for colleges and universities to establish a missing person policy for its on-campus and affiliated residents.

### Definitions

For the purpose of this policy, the following definitions apply:

- An on-campus resident is any individual regardless of student status who is living in a residence facility located on University of Louisville property or managed within the university and campus housing license procedure. The facilities include Belknap Village North, Bettie Johnson Hall, Billy Minardi Hall, Cardinal Towne, Community Park, Denny Crum Hall, Kurz Hall, Louisville Hall, Belknap Village South, Unitas Tower, University Pointe, and University Tower Apartments.
- An affiliated resident is any currently enrolled student who lives at an affiliated property which includes The Nine, The Province, and the Retreat.
- A missing person is anyone whose absence is contrary to their usual pattern of behavior and it is suspected that unusual circumstances may have caused the absence.

### **Collection of information**

University Housing and Resident Experience staff will ask residents to provide the missing person's contact information as part of the housing application.

### **Investigation**

The University of Louisville Police Department (ULPD) will serve as the lead in the investigation. University Housing and Resident Experience staff will assist as requested.

### **Notification**

Notifying police: In the event an on-campus resident is considered to be missing, University Housing and Resident Experience staff will notify ULPD who will serve as the lead in the investigation and coordinate subsequent notifications.

- Notifying missing person's emergency contact on record: University Police will notify the missing person's emergency contact person(s) within 24 hours of determination that the resident is missing.
- Notifying parents or guardians: University Police will notify the parents or guardian within 24 hours of determination that the resident is missing if the missing person is under eighteen (18) years of age and not emancipated.

## **Musical Instruments**

All residents should use the School of Music practice rooms and the Unitas Tower practice room to play instruments. Instruments are permitted to be played in the residence halls (courtesy hours apply) during non-quiet hours.

## **Roommate/Suite Contracts**

Roommate/suite contracts, called Side-by-Side Agreements, are recommended for all residents and their roommate(s) or suitemate(s) upon moving in together. The agreement outlines specific living arrangements. Violations of the agreement should be reported to the Resident Assistant (RA) for mediation and documentation. Violating the terms of the roommate/suite contract may be considered a violation of residence hall policies.

# Interim Restrictions or Removal

As outlined in the Code of Student Conduct, the Dean of Students, or designee, may defer procedural due process and enforce an interim sanction(s), up to and including interim suspension. This action is taken to ensure the safety and well-being of members of the University community; preserve University property; ensure a student's own physical or emotional safety and wellbeing; and/or respond to a student/student organization who poses an ongoing threat of disruption of the normal operations of the University. Any student/student organization who has had interim action taken against the student/student organization will be afforded an administrative conduct meeting or a conduct hearing, as soon as it is practical.

The interim measure described above shall require; within twenty-four (24) hours, written notice of the interim measures that explains the University's rational for enacting the interim measures; and within three (3) days of the written notice, an interim measure hearing to determine whether there is substantial evidence that the respondent poses a risk to the physical safety of a member of the campus community and that the interim measure is appropriate to mitigate that risk, unless the right to an interim measure hearing is otherwise waived by the respondent. A respondent's waiver of the right to an interim measure hearing shall not constitute an admission of responsibility or a waiver of any additional rights afforded the respondent.

Interim measures hearings will be composed of a three-person panel who reviews:

- Submission of information in support of Interim Measures.
- Submission of information by the respondent as to why they feel that the Interim Measures should be removed or modified.

The three-personal panel may ask clarifying questions of the respondent and/or the Dean of Students Office staff member conducting the investigation.

The interim measure hearing will conclude with a closing statement by the Dean of Students Office staff member who is conducting the investigation and a closing statement by the respondent.

The three person panel will uphold, modify, or lift the interim measures.

# Housing Conduct Procedures

## Interpretation

The University Housing and Resident Experience Conduct and Sanctions and the Policies and Procedures are set forth in writing in order to give residents and prospective residents general notice of conduct that is prohibited in housing. The information presented in these documents should be read broadly and is not designed to define misconduct in exhaustive terms. The Director of University Housing and Resident Experience or their designee has the final authority in defining and interpreting the Policies and Procedures and the conduct procedures. University Housing and Resident Experience reserves the right to amend the Policies and Procedures and the Conduct and

Sanctions at any time. Residents will be advised promptly of such changes and/or additions through electronic communication.

#### Administration

University Housing and Resident Experience is responsible for the administration of the University Housing and Resident Experience Policies and Procedures as well as the Code of Student Conduct. If an incident occurs in Housing, the student will be referred to the Director of University Housing and Resident Experience or their designee. University Housing and Resident Experience will consult with the Dean of Students Office to determine when an incident that occurred in a residence hall should be resolved by the Dean of Students Office.

#### Conduct Procedures

Anyone may choose to report an alleged incident occurring in housing by submitting a report in writing to the Dean of Students Office, University Housing and Resident Experience Office, a Resident Assistant, or a Hall Director. The Director of University Housing and Resident Experience or their designee will determine whether any action should be taken in response to the report.

If it is determined that action should be taken, the respondent student will be notified in writing, via student e-mail, of the charges. The written notice will include the date, time, and place of the conduct meeting. A conduct meeting is held between the respondent and the Director of University Housing and Resident Experience or designee. It is a meeting designed to provide the respondent an opportunity to give their account of the incident in question, to think critically, reflect on the behavior and decisions that led to this situation, and to discuss alternative options for the future. If the University Housing and Resident Experience Staff member determines, using a preponderance of the evidence standard of proof, that there is a Code of Student Conduct violation and/or University Housing and Resident Experience Policies and Procedures violation(s), a sanction(s) can be imposed during or after the meeting. If the respondent fails to appear at a conduct meeting, the meeting may be held in their absence, with determination of finding(s), and sanction(s), if any, being administered.

#### University Housing and Resident Experience Conduct Sanctions

If the preponderance of evidence standard is met during the conduct meeting that the respondent student has committed conduct prohibited under the Code of Student Conduct or University Housing and Resident Experience Housing Policies and Procedures, the Director of University Housing and Resident Experience or designee may impose appropriate sanction(s), if any, which may include, but is not limited to the following:

#### Alcohol Sanctions

A partial list of University of Louisville University Housing and Resident Experience sanctions for violations of alcohol policies is listed below. Sanctions are dependent upon a number of factors and are determined on a case by case basis. The sanctions listed are not comprehensive and other sanctions may be assigned for violations.

#### First Offense:

- Participation in an online alcohol program;
- Authorship of a research/reflection paper;
- Notification of parents/guardians;
- Probation;
- Reprimand through University Housing and Resident Experience and/or the Dean of Students Office;
- Other sanctions as determined by the Assistant Director for Resident Experience.

Second Offense:

- Mandated substance abuse assessment, such as BASICS, at the student's expense, by an approved agency and required compliance with the assessing counselor's evaluation;
- Authorship of a research/reflection paper;
- Notification of parents/guardians;
- Probation;
- Relocation in the residence hall;
- Reprimand through University Housing and Resident Experience and/or the Dean of Students;
- Other sanctions as determined by the Assistant Director for Resident Experience (or designee).

Third Offense:

- Referral to the Dean of Students Office.

Drug Policy Sanctions

A partial list of University of Louisville University Housing and Resident Experience sanctions for violations of drug policies is listed below. Sanctions are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student's conduct history, and a student's cooperation throughout the conduct process. The sanctions listed are not comprehensive and other sanctions may be assigned.

First Offense:

- Participation in a drug education activity;
- Authorship of a research/reflection paper;
- Notification of parents/guardians;
- Probation;
- Relocation in housing;
- Reprimand through University Housing and Resident Experience and/or the Dean of Students Office;
- Other sanctions as determined by the Assistant Director for Resident Experience (or designee).

Second Offense:

- Drug Intake Counseling;
- Notification of parents/guardians;

- Removal from housing;
- Reprimand through University Housing and Resident Experience and/or the Dean of Students Office;
- Other sanctions as determined by the Assistant Director for Resident Experience (or designee).

Third Offense:

- Referral to the Dean of Students Office.

#### Fire Safety Sanctions

A partial list of University of Louisville University Housing and Resident Experience sanctions for violations of Fire Safety Policies is listed below. Sanctions are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student's conduct history and a student's cooperation throughout the conduct process. The sanctions listed are not comprehensive and other sanctions may be assigned for violations.

First Offense:

- Participation in a fire safety education course;
- Authorship of a research/reflection paper;
- Restitution of any costs associated with tampering and/or damaging fire safety equipment;
- Probation;
- Possible referral to the Dean of Students Office;
- Other sanctions as determined by the Assistant Director for Resident Experience (or designee).

Second Offense:

- Participation in a fire safety education course;
- Possible referral to the Dean of Students Office;
- Other sanctions as determined by the Assistant Director for Resident Experience (or designee).

#### Community / Residence Hall Policies

A partial list of University of Louisville University Housing and Resident Experience sanctions for violations of Residence Hall Policies is listed below. Sanctions are dependent upon a number of factors and are determined on a case by case basis. The sanctions listed are not comprehensive and other sanctions may be assigned for violations.

Reprimand: Notice of violation of specified regulations and warning that further conduct may result in a more severe disciplinary action.

Housing Restrictions: Limiting of certain privileges on the individual involved in the prohibited conduct for a designated period of time including, but not limited to, loss of visitation privileges.

Housing Probation: Imposition of conditions or restrictions on the individual with warning of more severe action if further infractions occur (or if probation is violated).

Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions: Counseling, authorship of a research/reflection paper, creation of a program, creation of a bulletin board, assignments essays, service requirements, educational assignments, and/or other related discretionary assignments.

University Housing and Resident Experience Relocation: Relocation of the student from the student's current resident hall assignment to a new resident hall assignment. Conditions for relocation may be specified. Student will be responsible for fees resulting from relocation.

More than one of the sanctions listed above may be imposed for any single violation.

When a violation of University Housing and Resident Experience Regulation and or Code of student Conduct is determined to be motivated by intolerance based on race, ethnicity, age, religion, gender, sexual orientation, disability, or national origin, the sanction(s) imposed may be increased in severity.

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