

Services

The residence halls offer several services as advantages to those students living within the residence halls. These services are provided as a courtesy by the residence hall staff and are not entitlements. On the same note, as these services are designed to benefit residents of the dormitories first priority is given to residents over guests.

Common Areas

The common areas of the residence halls consist of the desk area and main lobbies and foyer. These areas are open for guest visitation until the regularly scheduled curfew. Electronic equipment, musical instruments, etc., are not to be played in these areas. Exceptions will be determined by the dean-on-duty. Because these are open to the public, appropriate attire (including shirts) should be worn within these areas. Boisterous activities and eating/drinking are not allowed in the lobby areas. Loitering and/or openly affectionate conduct at the entrance is in appropriate and unacceptable. **Do not embarrass others with your passionate goodbyes.** The Main Lobby is closed to guests at 11:00 pm Sunday – Friday, and at Midnight on Saturday. The common areas are officially closed to residents at 2:00 am. Individual exception may be made by the dean on duty for study groups or other legitimate activities.

Public Display of Affection (PDA)

All residents and visitors are asked to conduct themselves in a way that will allow everyone present to be comfortable. Physical intimacy between two people is a private matter. Couples should refrain from PDA, including sitting or lying on each other while in the residence hall lobbies or anywhere else on campus.

Bulletin boards

All material placed on the lobby bulletin boards of either building **must be approved by a dean**. Access to Administrative Notices bulletin board is restricted to Residence Hall Staff. Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, voice or any other form of communication must first receive permission from the Office of Student Services

Solicitation

Any personal or commercial solicitation (including door-to-door sales and distribution of advertisements) within the residence halls is prohibited. (Violators should be reported to the area office.) Public announcements boards within the lobby areas may be used by residents or registered/sponsored student organizations with approval from the Office of Student Services (with the appropriate stamp notification). No door-to-door solicitation is permitted.

Computer Access

Computer Room

The computer room is located in the residence halls for residents' use only. If the computer room is full, priority is given to residents who need computers for study. Residents must provide their own floppy disks. Never store documents on the hard drives. Please be reminded that food, televisions, and radios are not permitted in the computer room. Residents who leave a computer for more than 30 minutes may lose their place at the computer. The rooms are open 24 hours a day, but are closed from one hour prior to sundown Friday to one hour after sundown Saturday.

Wireless Service

Internet service is available in the residence halls and may be accessed through the wireless network. Please note that this service is a privilege that may be revoked at any time for inappropriate behavior. Such behavior would include but is not limited to the use of obscene, abusive, or otherwise objectionable language and/or materials. The Information Technology department is available to setup and troubleshoot computer connection inquiries.

Your use of the World Wide Web should be consistent with the Christian values of the SDA Church. **The College reserves the right to check the contents of computer files on the campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room.** Accessing pornography, hate sites and other non-Christian material will be justification for turning off individual Wireless and Internet service. If you violate the law, criminal prosecution may result.

Copy and Fax Services

Are available at the office for a fee: photocopies - \$0.10 per copy

Outgoing Fax:

International: \$2.00 1st page, \$1.00 additional pages

Domestic: \$1.00 1st page, \$0.50 any additional pages

Incoming Fax: **\$0.10 PER PAGE RECEIVED**

Front Desk

We are happy to provide many services at our front desk. Many items can be borrowed for a short time in exchange for your ID card: Vacuum cleaner, broom and dust pan, iron and ironing board, stapler, tape, flash light, shovel, and a phone book.

Other items available at Front Desk include: light bulbs, maintenance log, student guest registration forms, late leave/overnight forms, and other request specific forms. The Dean's office also has first aid supplies available.

Messages may be held at the front desk, so please check regularly for any messages you may have. A wake up service is provided by the front desk receptionist areas.

Guest Rooms

Rooms are available in Lenheim Hall and Preston Hall on a limited basis for \$35.00 per night. All reservations must be made through the Dean.

Housekeeping

The housekeeping staff maintains the common areas and public bathroom areas. If the services of the housekeeping staff are needed in personal living areas a fine may apply. Cleaning supplies, such as vacuums, brooms, etc. may be made available through the front desk.

Insurance

Residents are encouraged to purchase insurance on their valuables. The college is not responsible for loss of personal items.

Kitchenette

There is a kitchenette located available to all residents' 24 hours a day. The kitchenette may be reserved through the front desk for special occasions or dinners. Guests of the opposite sex are not allowed in this area without the consent of the dean. Use of this facility will not be available one hour prior to Sunset on Friday to one hour after sunset on Saturday. ***Cooking during Sabbath is strictly prohibited.***

Please remember that the preparation of meats, poultry, and fish is not appropriate in the residence halls. Those who store food in their room are responsible for maintaining proper storage and cleanliness.

Please be sure to clean up after yourselves. Dirty utensils, dishes, and or pots will be disposed of. If the kitchenette is left dirty, further use will be restricted.

Laundry Room

There are coin operated laundry facilities located in the residence hall. The washer and dryers are operated by independent contractors. As a result, refund request will be forwarded to the laundry company via laundry refund request forms. These rooms are locked one hour before sunset Friday evening and opened at sunset Saturday evening.

Mail

Mail boxes will be assigned to each student upon taking residence in the halls. The resident will receive their mail at their assigned mailboxes. (Desk Receptionists are not allowed to retrieve items from your mailbox, so please memorize your combination.)

Outgoing campus mail services are provided by the college bookstore.

Your mailing address:

	U.S. Mail:	UPS:
Preston Hall	Name of Preston Hall Resident Atlantic Union College Preston Hall P.O. Box 1167, Room # South Lancaster, MA 01561-1167	Name of Preston Hall Resident Atlantic Union College Preston Hall 338 Main Street, Room # South Lancaster, MA 01561-1167
Lenheim Hall	Name of Lenheim Hall Resident Atlantic Union College Lenheim Hall P.O. Box 1128, Room # South Lancaster, MA 01561-1128	Name of Lenheim Hall Resident Atlantic Union College Lenheim Hall 338 Main Street, Room # South Lancaster, MA 01561-1128

Safety Companion & Security

Campus security officers are available to provide a safety companion service at night. If you need an escort please contact the receptionist. For safety at night we encourage you to travel with someone, stay away from isolated areas, try to stay near lights, hold your purse or bag tightly, and respect campus curfew.

Snack and Juice Machine

Snack and juice machines are located in the recreation room area for your convenience. Please note that these vending machines are operated by an independent vendor. As a result, refund request will be forwarded to the vending company via vending refund request forms.

Storage (Trunk Room)

You may place belongings in designated storage rooms within the residence hall as long as you are attending classes and live in the residence hall. Access is available to this room through the front desk and leaving your ID with the receptionist.

STUDENTS NO LONGER RESIDING IN THE RESIDENCE HALLS AND/OR ATTENDING ATLANTIC UNION COLLEGE WILL BE REQUIRED TO REMOVE THEIR BELONGINGS UPON CHECKOUT. ABANDONED ITEMS WILL BE DISPOSED OF.

Due to limited staff availability, residents who store items will not have access to their belongings without making an appointment to access storage.

The residence halls do not assume responsibility for any articles placed in the storage room. Proper identity must be placed on all belongings. It is recommended that you buy personal property insurance for these items.

Telephone

You may receive incoming calls directly to your room extension or through the desk. Phone mail is included in your regular telephone service. However, it is your responsibility to have it set up. There is only one phone jack per room. You may use two phones by adding a splitter, but the line will be shared.

There are payphones as well as public access telephones located in the residence hall for your convenience.

Keep your serial numbers in a separate location and check to see if your parents' homeowner's insurance covers your belongings while at school. If not, consider purchasing a policy of your own.



Residence Hall Worship

Worship is an important part of dormitory family life, and some worship services are required. Residence Hall worships are a time when all of us, no matter what our personality or cultural background, can take a few minutes together to praise our Creator. Please join us whenever you can. All are invited and welcome.

Our purposes for worship are as follows:

1. To offer a daily reminder of our identity and mission
2. To develop a sense of Christian community
3. To strengthen and encourage Christian fellowship
4. To enhance spiritual growth
5. To strengthen the habit of daily devotions
6. To develop a vision of purpose
7. To maintain spiritual distinctiveness

Sabbath

God has many lessons to teach us through proper observance of the Sabbath. The Sabbath is God's time for mankind to meet with Him in an atmosphere free from distractions. We trust you will receive rich blessings from attending Sabbath services. We expect your activities, the music played, your dress and your conversation to be different during Sabbath hours. During these hours students are expected to refrain from secular entertainment, music, shopping, sports, studies, work and other similar activities. **Food delivery, football (and other sports) etc., are not permitted on campus during Sabbath hours.** Please take advantage of this weekly opportunity. Remember that laundry rooms, computer labs and recreational facilities will be closed during Sabbath hours.

Worship Accountability

Worship Options

Sunday:	Town Hall Meeting – As announced
Monday:	Student Association Co-ed Worship
Tuesday:	Deans' Worship (Residence Hall Chapel)
Wednesday:	Prayer Meeting (Founder's Hall)
Thursday:	RA Floor Worship (Designated Floors)
Friday:	Vespers (as per Calendar designation)

See signs for various scheduled times

It is your responsibility to meet the required number of worship credits regardless of planned weekend excursions. Failure to meet the allotted worship requirements will affect your campus citizenship.

Each resident is required to earn 36 worship credits per semester regardless of class standing. Residents must attend the indicated number of worships per week as a minimum requirement; however they are encouraged to attend more. All

residents should plan to attend Friday evening and Sabbath morning services in addition to the prior listed requirements.

Worship Violation Follow-through

Procedural Steps
<p><i>36 worship credits are required for each semester:</i></p> <p>First Semester under 36 credits</p> <ul style="list-style-type: none">• The student will receive a letter of warning• A charge of \$15 per deficit credit up to \$75 will be incurred <p>Second Semester under 36 credit requirement</p> <ul style="list-style-type: none">• Student placed on Campus Probation (no expiration)• A charge of \$15 per deficit credit up to \$75 will be incurred <p>Third Semester under 36 credit requirement</p> <ul style="list-style-type: none">• Student placed on disciplinary registration freeze• A charge of \$15 per deficit credit up to \$75 will be incurred <p>Fourth Semester under 36 credit requirement</p> <ul style="list-style-type: none">• Semester Suspension w/ tentative admission• A charge of \$15 per deficit credit up to \$75 will be incurred
<p>It is the student's responsibility to be aware of their worship credit balance each semester. This information may be obtained on request from the Dean's office.</p>

Reduction of Worship Requirements

Students with worship conflicts due to work or class conflicts that do not allow the student to meet their worship requirement may qualify for a reduction. Requests must be submitted in writing along with a class schedule (advisor's signature) and/or work scheduled (include employment verification, current work schedule, and employer contact information) by the end of the second week of the semester or within two weeks of new employment.

Worship Decorum

Please leave all papers, books, and food, outside of the worship setting.

Credit for attendance requires that you:

1. Represent yourself at worship.
2. Be in the scheduled meeting place by the posted time, and stay for the entire program. No credit will be given 5 minutes after the scheduled starting time.
3. Be dressed appropriately, (no head coverings, etc.).
4. Behave appropriately and in a quiet manner that doesn't distract from the service.



Fire & Life Safety

Your life is important to us! Intermittent fire drills will be conducted several times during the school year. Flyers detailing fire safety and building evacuation will be placed in each residence hall room.

In Case of Fire:

Familiarize yourself with the location of all alarms, exits, and fire extinguishers; and learn how to use them before a fire starts. Your RA will provide you with on-going instructions.

- If you are the first person to notice, pull the fire alarm in the hallway and report the fire to the front desk.
- When the alarm sounds, evacuate the building quickly and safely according to the exit plan your RA has demonstrated.
- Stay close to the floor, if there is smoke. Check the door knob for heat before opening. If it doesn't feel hot, open it slightly. Hold your head away and brace the door with your foot. Test heat of air by putting your hand across the opening. If the door is hot, the hallway is not safe.
- If needed, soak a blanket and lay it over and around yourself.
- Don't try to fight the fire.
- Once you are outside the building move at least 250 feet away from the building and wait quietly. Do not stand in stairwells or entries.
- Identify yourself to the authorities if pulled the alarm.
- If the alarm occurs after night check, please check in with your RA

Failure to evacuate the residence hall during a fire alarm will result in a \$200 cash fine.

If you are trapped by fire or smoke:

- Keep doors closed.
- Put a towel or some clothing in the crack at the bottom of the door.
- In rooms with a window, open the window slightly and stay near it. KEEP CALM, avoid hysteria. DO NOT climb out of the window. (Many lives are saved by closing doors, sealing all openings against hot air and gases from the hallway, and calmly awaiting rescue.)
- To indicate that you are in the room, hang a towel or sheet outside your window or wave a bright colored object from the window. If smoke enters your room, make a tent with a towel or blanket at a slightly open window and breathe outside air.
- Wait to be rescued.

In case of a fire drill, halls must be free from **all obstructions at all times**. Hall doors are not to be propped open. Because the abuse of this policy can cause serious fire hazards in a residence-hall setting, stiff penalties, including cash **fines of up to \$500 and/or suspension**, will be levied against anyone who violates it.

In addition, **the involved persons will be held responsible for any damages caused by the fire or smoke.**

Fire Safety Regulations

Safety and Security is a shared responsibility of the College staff and residents. Violators are considered a direct threat to the life and overall safety of the residents and emergency personnel and are handled accordingly. Any violation of these regulations may result in cash fines up to \$500. Residence Hall Safety is a very serious matter!

1. Do not prop open or allow to be propped open any floor/section exit door or building exit door. Residents may not allow people who are not their guests into the building.
2. Arson or the setting of fire, tampering with fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), falsely pulling fire alarms, or stopping existing alarms are violations of state law and fire codes.
3. Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or instructed to do so by appropriate hall staff is mandatory. Re-entry into a building before receiving confirmation from appropriate hall staff, security, fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding.
4. COOKING – Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances. Only single unit sealed heating elements are allowed in residence hall rooms.
5. MICROWAVE OVENS – Microwaves will be permitted in resident rooms provided the following guidelines are met: A maximum of two microwave ovens are permitted in a student room if each individual unit is .75 cubic feet or less, microwave ovens must be UL approved, each must not exceed 1500 watts.
6. CANDLES AND INCENSE – Possession or use of all candles and incense for any purpose is prohibited in the residence halls.
7. Only UL (Underwriters Laboratories) certified three-prong grounded extension cords that are 14 gauge or heavier are permitted to be possessed and/or used inside the residence halls. NOTE: The lower the gauge number, the heavier/thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet.

8. Only UL (Underwriters Laboratories) certified multi-plug adapters with circuit breakers are permitted to be possessed and/or used inside the residence halls. Air-freshener plug-ins (E.g. Glade™ plug-ins) with a built “outlet”(plug) may be used only if the outlet (plug) in the air-freshener is not used. Up to three appliances be plugged into one multi-plug adapter per double outlet. Extension cords and multi-plug adapters may not be connected. Items may not be plugged into outlets/plugs contained in other items. The maximum wattage for a double outlet is 1500 watts.
9. AIR CONDITIONERS/HEATERS – Residents may not install air conditioners or ceiling fans in their rooms. Residents may not plug AC units into any other outlet not designed specifically for the unit. Open coil space heaters are not permitted.
10. RESIDENCE HALL DECORATIONS – “Live cut” trees (such as Christmas Trees) are prohibited in the residence hall. Strands of lights (commonly called Christmas Lights) may be used but may not be strung together. Other decoration must meet the guidelines established.
11. REFRIGERATORS – Are permitted in resident rooms provided the following guidelines are met:
 - All refrigerators must be UL approved
 - Door gaskets must be in good condition
 - All refrigerators must be equipped with a (3) three prong grounded plug which must be plugged into the wall
 - Unit amperage must not exceed 3.5 amps
 - Refrigerators: Refrigerators not exceeding a capacity of 4.5 cubic feet are permitted in the residents’ rooms for a total of two or on single fridge not to exceed 12 cubic feet.
 - Students must maintain refrigerators in a safe and sanitary condition.
12. HALOGEN LAMPS - All “floor style” halogen lamps are prohibited in residence halls. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing and is unable to be tampered with and is at 50 watts or less are acceptable. Residence hall staff shall in consultation with appropriate maintenance/security staff, as needed, will decide if a halogen lamp meets qualifications.

Fire Hazards

Firearms and Weapons

Firearms, weapons, and ammunition are strictly forbidden in the residence halls as well as the rest of campus. A firearm is classified as “any weapon which has a rifled barrel and is propelled by a spring, air, or explosives.” Possession of martial arts weapons, paintball guns, BB guns, pellet guns, sling shots, bow and arrow, knives, or any other item that may be used as a weapon may result in major discipline. Any such item will be confiscated, turned in to the Campus

Safety/Security Department and may result in permanent loss of the item(s) and/or dismissal. No exceptions to this policy will be made!

Flammable Materials

A. Possession and/or use of fireworks, or explosives of any kind is prohibited in the residence hall and on the adjoining property outside the residence halls.

B. Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms or living areas including outside storage closets.

C. In compliance with state law, smoking tobacco products or any other substance is prohibited within residence hall facilities, including stairwell towers, balconies, landings, and entryways. This policy prohibits smoking within 10 feet of any entryway to a residence facility.

Moreover, AUC is a tobacco, alcohol, & drug free campus in that such products are not permitted on campus premises. **AUC adheres to a zero tolerance policy in reference to violations of this principle.**

Building Access

Persons are not permitted at any time to access the roof or ledge at any time. For the purposes of this rule "ledge areas" include any exterior side of the building. Therefore, climbing on any exterior building wall or similar structure is not permitted.

Fire regulations require that room entrances, bathroom exits, stairways and halls be free from obstruction at all times. The Life Safety Code does not permit the possession or the use of incense or candles. Violators will be subject to disciplinary action, which may also include a fine. Make sure that you learn all possible routes of escape from your room to the outside as indicated by red exit lights.

Appeal Process: Appeals for fire safety violation citations may be made to the appropriate VP submitted in writing no more than five business days after the charge is made.



TABLE I

FIRE SAFETY SANCTIONS

<p>VIOLATIONS</p> <p>Tampering with fire safety equipment</p> <ul style="list-style-type: none"> • Misuse of smoke detector • Inappropriate discharge of fire extinguisher • Pulling fire alarm without just cause 	<p>SANCTIONS*</p> <p>\$500* fine plus related costs included but not limited to those assessed by AUC</p> <p>\$500 fine</p> <p>\$500 and up to 1 year imprisonment*</p>
<p>Willful disregard of fire safety rules and regulations</p> <ul style="list-style-type: none"> • Obstructing hallways, blocking fire exits, propping doors open, smoking in residence hall, improper use of alarmed exit door, leaving cooking pots unattended 	<p>(\$100 - \$500) plus related costs as determined by the Residence Hall Deans and/or Campus Safety/Security department</p>
<p>Noncompliance with office orders</p> <ul style="list-style-type: none"> • Willful disregard of fire, police, campus safety, or residence hall personnel orders 	<p>\$500 fine, and letters of warning or suspension as deemed appropriate by the Residence Hall Dean</p>
<p>Use of incendiary materials</p> <ul style="list-style-type: none"> • Matches, lighters, flammable liquids, fireworks, smoke bombs • Incense, candles, halogen lamps, space heater, open coil heating device (i.e. hot plates) 	<p>\$50 fine plus related costs Destruction of AUC property will be dealt with according to the policy</p> <p>\$25- \$100 fine as determined by Residence Hall Deans; Items will be confiscated</p>
<p>Possession of incendiary materials</p> <ul style="list-style-type: none"> • Matches, lighters, flammable liquids, fireworks, smoke bombs, space heater, open coil heating device 	<p>\$25- \$50 fine Items will be confiscated</p>

Procedures

There are several measures that the residence halls must follow to minimize confusion and ensure order while facilitating a large number of students within a residence facility. As a result, these procedures are designed with the comfort of the resident in mind.

Check-in & Check-out Procedures

Moving

Check-in/check-out procedures must be initiated and completed between the hours of 9:00 a.m. and 9:00 p.m. at the beginning and/or end of an official semester.

Rooms in all residence halls are double occupancy. A resident rents only one half of the room; therefore, unoccupied spaces may be filled at any time. Providing there is space, you may elect to room by yourself. Rent in this situation is charged as determined by the College for single room occupancy.

Check-In Procedures

- Be certain your room reservation has been confirmed prior to arriving on campus (All residents are required to pay a \$100 room deposit to assure their room reservation for the duration of their stay.)
- Notify the residence hall dean on duty of your arrival.
- Complete appropriate paperwork including room inventory and condition form (Note: This form should be completed thoroughly, since failure to list any damages before moving into a room may result in your being charged for those damages when you move out.)
- Secure your room key and proceed to your assigned room.

Room reservations for the following year occur in April. Information about the room reservation process will be provided prior to rooms being selected.

Room changes

Residents may not change room assignments without receiving official authorization from the Residence Hall Dean. After the first two weeks of the semester, you may request a room change by contacting the dean in charge of housing. **Moves will not be granted for reasons of race, religion or national origin.** Room changes can occur only with the approval of a dean. Changes made without this approval may result in charges.

Check-out Procedures

The following steps should be followed to properly check out a residence hall room:

1. Sign up 24hrs in advance for check-out.
2. Clean the room. (It is expected to be left in the same condition in which you found it.)
3. Complete a *Room Check-out Form*. (Any damages will be noted on the form, and charges will be deducted from your room deposit.)
4. Have residence hall staff check the condition of the room.

5. Fill out a forwarding address. This step is not optional. We want to send you your mail. Please include your phone number as well. (We cannot forward magazines, so you should also send a change-of-address form to each subscription.)
6. Return Key and sign the check-out form.

Improper Check-out

Failure to follow any of the above procedures will result in charges for any or all of the following problems: failure to return key, failure to fill out a forwarding address card, failure to clean, unpacked items, etc. **Failure to check-out properly will result in forfeiture of the room deposit.**

Intersession

The residence halls are closed at the official end of each semester during the regular school year. Unless a written request is approved by the Residence Hall Dean, and based on extenuating circumstances, occupancy is not permitted beyond the official end of a semester. The written request must be submitted at least four (4) weeks before a semester end.

At the end of first semester (of each fall school year) the residence hall is closed for fourteen (14) days. Whenever the residence hall is officially closed, all rooms must be left empty and clean.

Please Note:

1. No check-in/check-out operations are to be initiated during the Sabbath hours.
2. The Residence Hall Deans are the only authorized people able to grant official clearance from the premises.
3. Room inspections during check-out include an assessment of bathroom cleanliness (Lenheim Hall).
4. The resident is responsible for all charges applicable to the repair and cleaning of an un-inspected room.

Evening Accountability

Curfew times are increased according to class standing. Late leaves will be given only for emergencies or unusual circumstances. Students are expected to be in by the proper curfew time. *Please note: Residence hall probation will affect curfew requirements.* If you miss night check, please sign-in at the reception desk. Signing-in after your curfew does not excuse you from missing check, but it will keep you from being counted absent for the entire evening. **Curfew is at 10:30 pm for all residents on probation every evening regardless of class standing.**

Curfew

Class Standing	Sunday-Friday	Saturday
<u>FRESHMAN</u> (12-24 Credits)	11:30 PM Honor Status: Midnight	SUN 12:30 AM Honor Status: 1:00 am
<u>SOPHOMORES</u> (25-56 Credits)	MIDNIGHT Honor Status: 12:30 am	SUN 1:00 AM Honor Status: Sun 1:30 am
<u>JUNIORS</u> (57-90 Credits)	12:30 PM Honor Status: 1:00 am	SUN 1:30 AM Honor Status: Sun 2:00 am
<u>SENIORS</u> (90+ Credits)	1:00 AM Honor Status: 1:30 am	SUN 2:00 AM Honor Status: Sun 2:30 am

The residence halls close at 11:00pm, Sunday-Friday; and at midnight Saturday. After those hours they are closed until 6 am the next day. All outside doors are locked during closed hours.

Grace period: Grace periods will be determined at the discretion of the residence hall dean.

Exemption Petition

Curfew Exemption Petitions for standing exemptions because of class or work conflicts are available at the front desk in the residence hall. If a work conflict prevents you from being in your residence hall at you assigned curfew you must submit a written request to the dean in charge of curfew within 48 hrs of you change in schedule – this must be updated each semester. The petition must include employment verification, current work schedule, and employer contact information. A photocopy of the resident's official class registration form may also be requested. All verification must be submitted with the petition. Residents must use a *leave request form* each time they need to stay out past curfew until the petition is approved.

Overnight leaves: Any time you leave campus overnight (**even on a school-sponsored trip**), an overnight leave is required. Overnight leave forms may be obtained at the front desk. Leaves must be approved **before** leaving the campus. Parental approval may be required for any leave involving minors. Make sure you have received the approval form before you leave.

Residents are expected to remain off campus at all times during the period listed on the leave request. Violation of this policy will result in the cancellation of the leave and the suspension of overnight leave privileges. If a leave must be canceled or the resident returns early from a leave, a dean is to be informed and the resident should be in the residence hall by their curfew. Failure to do so will result in the suspension of overnight leave privileges. A change in destination should be reported to a dean. Weekend leaves must be submitted by midnight Thursday – request must be brought to a dean in person.

FALSIFICATION OF AN OVERNIGHT LEAVE WILL RESULT IN DISCIPLINARY ACTION, INCLUDING THE POSSIBILITY OF SUSPENSION.

Overnight Leaves (OV)

All Overnight Leaves (OV) must be signed by a Dean before you leave campus. OV requests should be submitted at least 24 hours in advance. If not, it is your responsibility to find the Dean on duty and have it approved **before** you leave campus. Leaving before an OV is approved or any OV misuse will result in disciplinary action and possible removal of leave privileges. If plans change after an OV is approved, it is your responsibility to notify the Dean on duty to cancel or arrange a new approved OV. A record of residents Overnight Leaves may be sent home.

Overnight leaves are normally approved if you are going to a family home: your home, a home with parents or married host couple present, and/or a home with an adult over 25 years of age present. The dean must receive an invitation (by letter, phone or fax) from host families, other than your home. When requesting to go to a non-family home (single friend under 25) you must initiate your own parents' permission which must be communicated to the Dean prior to departure.

A leave is invalid if:

- a resident leaves before getting approval
- remains in the residence hall
- does not fill out the leave slip completely (i.e., contact information – name, address, phone number, relation to resident)

Weekend leave requests must be turned in by Thursday at 9 p.m. Weekend leave requests turned in after that time must be brought directly to the residence hall dean on duty for signed approval.

Night Check

Night check is conducted at 10:30 pm each evening. At this time you are required to register your presence in the residence hall. You may meet this requirement by checking in at the night check table in the main lobby or by contacting one of the

RAs who are conducting a room-by-room check on the halls at closing time. If you are in the recreation room or common areas you must get on check. **It is your responsibility to be accounted for.** All residents who enter the building after 10:30 pm must sign in at the front desk to be accounted for.

This is your responsibility. If you are not on your floor or area and don't have an authorized overnight leave or late pass, an RA will try to locate you. If he cannot find you or if you are late and do not sign in, you will be counted as absent from room check. Discipline will result from irresponsibility in this area.

Late Entrances

Any resident who returns to the residence hall after curfew will receive a Notification Memo stating that they have a Late Entrance. If they chooses to dispute the Notification Memo they must do so within 24 hours.

Unexcused Absence (UA)

Any resident, who fails to return to the residence will receive a Notification Memo stating that they have an Unauthorized Absence and must see a Dean within 24 hours. If the UA is excusable no Notification Memo will be given but, the discussion concerning the UA will be documented and placed in the students file as with all other meetings with the students regarding accountability issues.

Overnight UA

Residents, who have not been accounted for the entire night, will face disciplinary action. Every student who has been unaccounted for will receive a Notification Memo from the Dean.

Curfew Follow-through

Procedural Steps		
Notification Memos will be issued for each of the following Evening Accountability violations:		
● Late Entrance	● Failure to Sign-in	● No Leave Request
● Unauthorized Absence	● Unapproved Leave	● Falsifying Leave
After four Notification Memos have been issued the student will be given a Letter of Warning and subsequent steps will follow (Campus Probation, Registration Freeze, and Suspension) as outlined in the <i>Discipline</i> section of this text.		

Guests

The term "Guest" refers to a person who is in an area where they would not normally have access without assistance from a resident of that area, in general, all non-AUC students as well as non-residents of the residence hall are considered guests. All Guests must be registered and will be held to the rules and regulations of the residence halls.

Visitation and Room Guests

A. Residents and their guests are required to conform to the visitation hours established by the residence hall which end at the earliest designated curfew in the area for which they are visiting.

B. Residents are responsible for and will be held accountable for the behavior of their guests. Residents must inform The Residence Hall Deans of all and any guests to the residence halls. Residents must escort their guest(s) at all times. Residents of a room will be held responsible for the behavior that takes place inside the room whether or not the residents are present.

C. Only guests of the same gender are permitted to sleep in the residence hall rooms. Co-habitation is prohibited; only residents assigned to a room may live there. Roommate approval is required for any guest. Appropriate hall staff approval is required for guests of the same gender planning to stay longer than three days; guests of the same gender may be approved to stay up to seven consecutive days. Residents of unregistered guests will incur a \$35 cash fine.

D. Each assigned resident is permitted to have no more than two guests visiting in their room at any given time.

Guests of the Opposite Sex

Guests of the opposite sex are welcome to visit residents in the residence hall lobby on the main floor; however, they must leave the residence hall at closing time (the earliest curfew time).

No visitors of the opposite sex are allowed in students' rooms without permission from the residence hall dean on duty. Violation of this policy will result in resident hall probation and/or suspension.

Permission must be obtained from a dean before allowing a person of the opposite gender to help a resident move in or carry heavy packages. Violators of this policy will be subject to suspension.



Expectations

Residents are expected to conduct themselves in a manner that reflects the standards and the values of the college. Failure to meet this expectation may result in controlled conditions.

Accountability

The Goal of Discipline

In alignment with the mission of Atlantic Union College and the Office of Student Services, the goal of discipline is of character development. These rules and regulations have been established by College officials to inform students of their responsibilities. Students are responsible for choices they make, and part of the residence halls' commitment to running a fine program is to hold the student accountable.

These rules and regulations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these rules and regulations. **Violations will result in appropriate disciplinary action.**

Students are reminded that the Residence Hall guidelines are part of the Student Services Code of Student Conduct. As such, violations of these guidelines are violations of the Student Conduct Code.

Confiscation policy

Stereos and speakers that are confiscated because of a noise violation (see Sound & Equipment) generally will be held for a semester before being returned. Other items, such as televisions, VCRs, posters, firearms, swords and role-playing games will not be returned until the resident can take the item home.

Inappropriate sexual content

Magazines, videos, computers and posters that contain pornography are inappropriate material for the residence halls. These items will be confiscated, and repeat offenders of this policy will be subject to discipline.

Stealing

Protection against stealing is a serious challenge for an institution in which hundreds of people reside closely in a relatively open manner. You should take precautions to protect your personal belongings. Put your name on your personal property. Since thieves conduct their activities in secret, individuals who take without permission any items they do not own will be regarded as thieves, will be disciplined immediately and will be subject to suspension.

Note: Possession of lobby furniture, vacuums, tools or any other residence hall property, without permission, will be treated as theft and brings fines for immediate replacement costs. Also, anyone in possession of an **unauthorized keys** will be subject to serious discipline or dismissal.

Vandalism

Any damage done to any campus property will result in restitution, fines and possible criminal prosecution.

Conduct**Behavior**

Behavior that is disruptive to orderly community living is prohibited. This includes but is not limited to, throwing items in the hallways, bouncing balls inside the residence halls, fighting, pranks, or any other behavior which may cause physical injury or is potentially dangerous to the health and well being of residents, including threats or acts of self injury (such as attempted suicide) or injury to other residents.

Throwing, pouring, or dropping anything from windows, ledges, or landings is strictly prohibited. Water fights and the use of any pistol which shoots water, rubber, plastic or dye bullets (or any other kind of bullet) are also prohibited. These latter activities will result in confiscation of the items in use and possible fines to cover any damage that has been done to the facility.

Fighting/Harassment

Physical abuse, assault, and verbal threats made to any other person, or conduct which endangers the health or safety of another, either on or off-campus may result in discipline. This includes harassment, obscene gestures, or inappropriate telephone calls.

Threatening or abusive behavior will not be tolerated; this includes but is not limited to, sexual, racial or religious harassment, intimidation, hazing, stalking, prank or unwanted telephone calls, invasion of privacy, or any other behavior that creates a hostile living environment. Residents involved in this type of behavior will be subject to discipline, including possible dismissal.

Insubordination

Failure to follow through in what has been requested of you by a dean, whether this request is made in writing or verbally, will be considered insubordination and may result in residence hall probation or further discipline.

Substance Abuse

Atlantic Union College is a tobacco, alcohol, & drug free campus in that such products are not permitted on campus premises. AUC adheres to a zero tolerance policy in reference to violations of this principle. Atlantic Union College is committed to providing a drug-free environment for learning and working. Such a commitment led the College to establish a Drug-Free Policy which outlines clearly the College's Zero tolerance position and strives to educate its student body on the advantages of a drug free lifestyle.

A student enrolled at Atlantic Union College is expected to remain drug free while at Atlantic Union College. Drug free means abstaining from the use of alcohol,

tobacco, other mind altering drugs, and abuse of prescription drugs. The College also upholds all laws which prohibit the possession, use, manufacture, or distribution of controlled substances. The possession of drug paraphernalia and use of “look alike” or designer drugs are also prohibited and considered an offense of the drug-free policy.

Voluntary Referral

All students have the choice of voluntarily seeking assistance in remaining drug-free. Faculty members, Counseling staff, or Student Services personnel are available for consultations which are kept confidential. Assistance will be granted for students who voluntarily initiate and seek support.

Students who display intoxicated behaviors (e.g., glazed eyes, slurred speech, etc.) or students who require residence hall staff assistance due to their consumption of alcohol shall be subject to disciplinary action.

No resident may possess alcohol beverage containers in their room or paraphernalia (including decorative collections).

Dress

Students of AUC are expected to be tastefully and appropriately dressed at all times. In keeping with this lifestyle the residence halls will uphold the dress guidelines as outlined in the *Student Handbook* – please reference for your personal clarification.

Conduct Follow-through

Procedural Steps
Notification Memos will be issued for each of the following Conduct violations: <ul style="list-style-type: none">● Noise● Insubordination● Behavioral Infraction● Dress● Missing Mandatory Meeting● Immoral Action● Other (As determined by the Dean)
After four Notification Memos have been issued the student will be given a Letter of Warning and subsequent steps will follow (Campus Probation, Registration Freeze, and Suspension) as outlined in the <i>Discipline</i> section of the text.

Right of Entry

No person (including residents) will be permitted to enter a resident's room without the expressed consent of the residents who lives in that room. The last part of this section does not prohibit staff members from entering rooms in conjunction with the performance of their duties as covered in the residence hall agreement (contract).

The College reserves the right for a residence hall dean, his representative or a college security officer to enter and inspect a student's room whenever necessary. *You accept this authorization when you rent a room.* Residents and their guests must present proper identification when requested to by identified Residence Hall Staff.

Authorized College staff:

- 1) Will enter at reasonable times to inspect the condition of premises and furnishings and to perform necessary maintenance and custodial services.
- 2) Will enter at times when evidence exists that would cause a reasonable and prudent person to believe that conditions exist which present an immediate threat to the safety, health, or welfare of the occupants or College property.
- 3) Will enter when there is reasonable cause to suspect a violation of College and/or residence hall regulations that requires immediate action.
- 4) May only enter when granted permission by the Dean of Students or Dean of the Residence Hall, or a designated representative to whom application must be made prior to a search. The request to enter must specify the reasons for the search and the objects or information sought. A reasonable attempt will be made to have the student occupant present during any search.

Vehicle Searches

The College reserves the right for a residence hall dean, authorized representative, or an administrative officer of the College to enter and inspect a student's vehicle whenever deemed necessary. This includes, but is not limited to the right to inspect the contents of any locked containers and inspection for cleanliness, orderliness, fire and safety hazards. The student, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure.

Vehicle registration: Residents must register their vehicles with Campus Safety within two weeks of bringing them on campus.

Entrepreneurial Selling

Residence halls prohibit the selling of food or beverages from your room. Sales parties, such as for plastic ware, cosmetics or pots and pans; using one's room for a business; and soliciting funds for an unapproved activity is prohibited in the residence halls. Exceptions are made through the Dean or the Office of Student Services.

Illness

A resident with an illness or injury that requires constant monitoring **may not** remain in the residence hall until he/she is out of physical danger and gets clearance from a physician.

Room Care

Room Inspection

Each student in a residence hall deserves to live in a clean, safe environment. Students are responsible for the care and maintenance of his/her assigned room. Fire regulation call for clear floor space under windows, and the doors must be able to open fully. Rooms may be spot checked for cleanliness, appropriateness, and fire safety hazards. A residence hall dean will request a habit change, if needed. Excessive violations may result in disciplinary action which may include but is not limited to fines and possible loss of privileges.

Damages

Persons may be assessed restitution for damages to College property. Individual residents will pay for any charges assessed for damages in their rooms.

All residents are responsible for floor/section/hall damages (including but not limited to microwaves, televisions, exit signs, etc.) and will equally pay for charges assessed to the floor/section/hall as appropriate.

Windows

Tampering with, opening, or removing screens is prohibited. Tampering with the window so as to remove the stop bar or screen will result in a cash fine of up to \$200. Failure to respect College property or the property of any other person is prohibited. *Window A/C units are not allowed in the residence hall. No external antennas are to be hung outside the window to your room.*

Locks

Tampering with or damaging lock mechanisms are prohibited. Additional locks may not be added to any door or other College property or equipment.

Cleanliness

Respect for fellow residents and Residence Hall Staff is shown by properly disposing of trash properly and by not creating unnecessary messes in hallways, individual student rooms, lounges, kitchens and or bathrooms. Personal trash may not be left

or disposed of in public areas. With reasonable notice, abandoned items of minimal value in kitchens or lobby/common areas may be disposed of.

Rooms are to be kept clean and orderly. Bathroom mold is a particular problem, making frequent cleaning necessary. Suite mates must work together and make sure the bathroom is cleaned weekly. A conference with a dean will be necessary if you have a problem with cleanliness.

Bathrooms

The residence hall showers are checked periodically and \$10 cash fine per resident will be assessed for a dirty shower.

Garbage/Trash

Take pride in your room and the building that you live in. Please help us keep it clean by placing garbage in the proper containers. Dumpsters are provided next to the residence halls for disposal of trash. Please place garbage directly in the dumpster that is located in the parking lot.

If you are discovered littering or dumping garbage on the grounds of the College, you may be subject to discipline. This may be no less than one hour of cleaning or picking up garbage around or in the Residence Hall.

Electricity

To conserve energy, lights and appliances should be turned off when not being used. When you go on vacation or leave for the weekend, please turn off lights and, except for your refrigerator, all electrical items (alarm clocks, stereos, curling irons, blow dryers, rollers, etc.).

All automobile parts, including tires, are banned from the residence halls. Cash fines, as well as payment for any possible damages, may result.

Sound & Equipment

Amplified equipment or musical instruments are not to be played in the public areas of the residence halls. Exceptions to this rule will be determined by the deans. Amplified equipment or musical instruments are not permissible in the residence halls unless the sound is confined to the room. Violation of the above may result in loss of the item in question.

Noise Levels

Residence hall students live close to each other; therefore, it is important for students to be considerate of others. **A student's right to be noisy stops when other students are forced to listen.** Although a warning will be given, no warning is necessary. If music is heard outside a room, speakers will be confiscated for a period of time (usually a semester). The residence hall has a 24-hour courtesy sound curfew.

Headphones must be worn after 11 p.m. A radio, stereo, television, VCR, or musical instrument, etc. that can be heard in other rooms, or in the hallway, is considered too loud.

Courtesy Hours

Courtesy hours are in effect at all times. Noise originating anywhere on one floor/section/room should not be audible within another floor/section/room, within the building or outside. During courtesy hours a resident may ask another resident to reduce the noise. Compliance is necessary to maintain community standards and to ensure an environment conducive to academic success.

Quiet Hours

Quiet hours are in effect 30 minutes prior to the initial curfew, noise (including, but not limited to music, voices, laughter) coming from a student's room, lounge or bathroom must not be audible within the rooms of other students or within another floor/section/room in the building. Students must also keep noise in the hallways to a minimum. Residence Hall staff will confront violations with or without a complaint from another student.

The Noise Policy will be amended to 24-hour quiet hours on the last day of classes through the final exam period.

Residents are responsible for the noise volume of guests in their rooms. When a resident is inconsiderate of the noise policy, the RA will conference with the student and may refer the resident to the residence hall dean. Disciplinary action may be taken which will include the removal of the sound equipment from the room.

External Noise

Each resident is responsible for keeping noise levels to a minimum at all times inside the residence and on adjacent property outside the residence halls.

- Sound equipment shall not be placed in windows nor directed outside the building or into the halls.
- Members of the college community are required to control the volume of auto sound equipment. Auto stereos that are audible outside of a vehicle will subject the driver to college discipline and/or suspension of auto registration and parking privileges on college parking lots.
- Violation of these standards will be appropriately handled by the RAs, residence hall deans, and if necessary the Office of Student Services.

Certain specialized floors may further restrict noise levels such as **Quiet Hall which has 24 hr quiet hours**.

DVDs and VCRs

The Recreation Room television area is available for news, certain sporting events, and special programming.

Televisions, VCR's, and DVD's are permitted in the Residence Halls. As per agreement, having a television constitutes a willingness to abide by the regulations. They are:

1. Noise from your television must be confined to the room.
2. Spectator noise must also be confined to the room.
3. Secular programming will discontinue one hour before sundown on Friday to one hour after sundown on Saturday night.
4. Discipline and possible confiscation of the television, VCR, and DVD may result from any residence hall violation of this policy.
5. Private satellite TV dishes are not permitted!

Pets

Animals are not allowed in the Residence Halls, **fish in small tanks are the only exceptions**. If any animal other than a fish is found in your room, in addition to removing the creature, you will incur a \$50 cash fine. The total fish tank capacity for each room is not to exceed 10 gallons, regardless of the number of tanks you have. A \$50 cash fine is charged for violation of this policy, and fish tanks will be removed. Parents and friends who visit residents must also leave pets at home.

Room Décor

It is expected that all room decorations will be in keeping with Christian standards. Written approval by a dean is required for any exception to design guidelines. Décor that emphasize alcohol, drug and rock culture, the occult or the exploitation of sexuality, or any decoration not in keeping with Christian standards may not be displayed and may be removed by a dean, RA, or authorized staff.

Before beginning to personalize their rooms there are a few items that must be noted ...

1. Only clear removable mounting squares are allowed to be used on walls for mounting posters, signs, etc. within in all rooms and public areas. The use of contact paper and stickers is prohibited in all rooms and public areas.
2. No signs may be attached to room windows or on the outside of doors.

Additionally, residents are reminded about the following.

- No alcohol signs, cans, or bottles may be displayed in or attached to room windows.
- Door frames and doors may not be painted or decorated.

Painting: Use of spray paint or other paint is not permitted in the residence hall. A \$50 fine plus clean-up charges will apply to infractions of this policy.

Nails or screws are not to be driven into the walls. Pictures, posters, etc., may be placed on the walls using only clear removable mounting squares. Remember, you are responsible for cleaning your walls upon checking out of the Residence Hall.

Recreational Wheeled Devices

Recreational Wheeled Devices (including, but not limited skateboards, kick scooters, roller skates, or in-line skates) may not be parked in walkways, hallways, stairways, or entranceways. Illegally parked Recreational Wheeled Devices will be confiscated and applicable fines may be assessed. Persons may not ride Recreational Wheeled Devices within the residence halls.

Bicycles

Residents may store their bicycles in an area in the residence hall authorized by the dean or in private rooms. For safety and security reasons, bicycles should never be left unlocked or in a hallway, or operated inside the buildings. Any recreational wheeled devices found in an inappropriate place will be confiscated by a residence hall dean, and there may be a \$50 fine to reclaim it. Riding recreational wheeled devices is prohibited in the residence halls.

Room Inventory

Each room has a carefully-made inventory of furniture and accessories. Please do not move furniture or residence hall equipment from another area into your room

Furniture

A. All furniture assigned to student rooms must remain in the room, and therefore, no furniture is to be removed by students from rooms. Permission for storage of bed frames and mattresses must be obtained from the appropriate hall staff. If space allows, these items will be removed by appropriate hall staff in response to a submitted written request.

Room furnishings: Every room is furnished with two beds, two desks, two chairs, drawer space, window blinds and vinyl tile. Even if you are the only resident in the room, none of this furniture may be removed. Removing furnishings or blinds incurs a \$50 cash fine. No lofts may be built, nor may furniture be disassembled.

Residents must supply their own bed linen, pillows, towels, wash cloths, wastebaskets and cleaning materials.

You are responsible for the condition of your room and will be charged for damages, as well as custodial expenses, if a room is left in need of repair and/or cleaning. Therefore, wallpaper and contact paper should not be put on the walls, and rooms and furniture are not to be painted. A minimum charge of \$50 will be incurred for damage done to a room.

Room Deposit

A \$100.00 room deposit is required when you apply to live in the Men's Residence Halls at Atlantic Union College.

Deposit refund: Any student who fails to check out of a residence hall will forfeit a portion of his/her deposit. This deposit will need to be paid again in full before reservations for a new school year will be honored. Deposits will be refunded to those who have checked out and are not returning to the residence halls for the following semester. The \$100.00 deposit is released onto your Student Account and may be obtained from the cashier. However, should you have an outstanding balance with the College your deposit will be applied to your account.



Discipline Measures

Disciplinary Actions

Atlantic Union College has a system which informs you and your parents/guardian of violations of College policies, and the resulting consequences according to the *Privacy Act*. **College policies apply at all times to all registered students while on and off campus.** Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Services personnel. In general, however, the process is in this order:

Levels of Discipline

Once an individual has reached a certain discipline level, they remain at that level for the remainder of their college career. The student can go up in the discipline categories but not down.

A. Notification Memo

This communication may be verbal and/or followed-up in the form of a computerized card or memo. Every semester students are allowed up to four notifications in each of the following areas: , Conduct, Evening Accountability and Worship. After four notifications the students is raised to a discipline category. Parents are not usually notified at this stage.

B. Letter of Warning

This letter from a residence hall dean or the Vice President for Student Services indicates that you have been involved in a more serious disregard of College expectations. Further irresponsibility may lead to probation, suspension, withdrawal, or dismissal. This letter remains on the student's record and may only be removed after a year through an approved petition requesting it be expunged.

C. Campus Probation

This level consists of Residence Hall Probation as well as Citizenship Probation as outlined in *Student Handbook*. This sanction indicates that you have a serious disregard for our expectations. Your status is considered tentative. Further disregard of residence hall expectations may lead to suspension, withdrawal, or dismissal. After completing a minimum of a year on probation, a student may petition to have the sanction lowered and/or expunged. During this time you may forfeit the privilege of any or all of the following:

1. May not hold any positions on campus (note: this may affect employment status)
2. Class status as it applies to privileges, i.e. Honor Status revoked
3. Overnight leaves approved by Deans only in person
4. May not represent the college in any way shape or form
5. Other privileges as seen appropriate by the residence hall deans
6. Must be seen by the RA at 10:30 nightly check

D. Registration Freeze

After being placed on probation any student that continues to violate school policies and demonstrate a blatant disregard for the standards of the college will have a hold placed on their records. The student will not be allowed to register for any subsequent semesters. To have the hold removed the student must satisfactorily complete the following:

1. Meet with the Vice President for Student Services.
2. Submit a Letter of Commitment outlining the students academic desires at AUC.
3. Have the hold removed by the Vice President for Student Services with the understanding that continued discipline will result in immediate suspension.
4. During this period the student is still on Campus Probation.

E. Suspension

There are three types of suspension involving separation from the College:

- a) for a definite time
- b) for an indefinite time
- c) until a specified condition is met after which the student may apply for reinstatement.

When a student is suspended as a result of having steadily progressed through the lower disciplinary measures, the result will be suspension for the remainder of the semester. During this suspension:

1. No class work may be made up, no extension
2. No Extensions or Incomplete grades will be issued
3. No Refunds of any sort will be authorized
4. The student must petition for readmission to the college which must include a letter of intent and a conduct contract.

At the discretion of the residence hall dean or the Vice President for Student Services suspension involving separation from the College may be:

- a) to one's own home
- b) to an acceptable off-campus home
- c) on campus in the residence hall which usually is accompanied by "Residence Hall Probation" and "Community Service" work. Further disregard of College expectations could result in your being dismissed or asked to withdraw.

Students return from Suspension still under Campus Probation.

F. Withdrawal

A student, who is consistently irresponsible in regard to College policies, is insubordinate, or who is involved in a single major misbehavior may be asked to withdraw. A student who willingly withdraws may be considered for readmission after an absence of one semester. Refusal to withdraw may result in formal dismissal.

G. Dismissal

If you receive this letter, you are permanently separated from the College.

Eviction policy

Atlantic Union College residence hall housing is designed for currently enrolled undergraduate students up through 22 years of age. When a student ceases to be registered for classes during the first or second semester, they must vacate AUC housing. The student will be notified by a dean in writing that they will have 48 hours to vacate. This policy also applies during summer terms if a student does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings will be placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the Office of Student Services.



ATLANTIC UNION COLLEGE

South Lancaster, Massachusetts

SCHEDULE OF CHARGES

Exiting/Entering the residence hall through the fire/emergency exits

First Violation	\$20.00
Second Violation	\$40.00
Third Violation	\$80.00
Fourth Violation	Mandatory appointment with the Dean of Students

Furniture Replacement

\$400.00	Bed
\$350.00	Desk
\$125.00	Desk Chair
\$310.00	Dresser
\$100.00	Light Fixtures
\$150.00	Mattress
\$50.00	Screen Replacement
\$50.00/term	Storage of unclaimed belongings
\$35.00/term	Arranged Storage of belongings
\$85.00 - \$185.00	Window Replacement
\$25 - \$100	Vertical Blinds replacement (Lenheim)
\$25	Shade replacement (Preston)
\$100.00	Failure to thoroughly clean an assigned room before officially checking out
\$150.00 <i>minimum</i>	Failure to thoroughly clean an assigned room and bathroom before officially checking out (Lenheim Hall)
\$100 Deposit	Failure to checkout resulting in forfeiture of room deposit

Miscellaneous

Charge as assigned	Carpet Stain Removal
\$15	Storage access outside of posted times
\$30	Trash Removal
\$30/per sq. ft.	Vinyl Tile
\$50.00 per key	Failure to return room key at the end of a semester – lock changing fee (including inter-session and summer recess)
\$25.00	Lost key replacement
\$300.00 - \$600.00	Room/Bathroom/Closet door replacement
\$75.00	Unauthorized extra mattress/bed frame(s)
\$250.00	Unauthorized room modifications (i.e. painting room walls)
\$20.00 –	Unauthorized removal of furniture
100.00/day	
\$1.00 – \$2.00	Unlocking door (by a Dean or Resident Assistant) to regain admittance to permanently assigned room
\$75.00 - \$150.00	Vehicle Towing

Fines: Unpaid residence hall fines will be charged against the resident's housing deposit and additional processing charges may apply.