INTRODUCTION

The goal of the residential system at Ohio Northern University is to provide students with a positive and healthy living/learning experience. This is a student’s home for the time each is enrolled at the University, and it should be a place where students feel comfortable. The residence experience is a community living situation which must meet study needs and provide an opportunity for development, particularly in the areas of independence, responsible behavior, maturation, flexibility, interaction, acceptance of others, and understanding of values that vary among individuals. This out-of-classroom experience will provide students the opportunity for involvement in areas of varying personal interests.

STAFFING

Undergraduate students known as Resident Assistants (RAs), Senior Resident Assistants (SRAs), and Resident Directors (RDs) will serve as peer resources, administrators and community developers in the residential unit. As fellow students, these staff members are invaluable in understanding the needs of a residential community. The Director of Residence Life serves as the overall administrator for the residential community at Ohio Northern University. The Director of Residence Life is supported by the Assistant Director of Residence Life & Coordinator of Student Programming. Please utilize them as resources in your community.

RESIDENT RIGHTS AND RESPONSIBILITIES

- The right to sleep during the night without disturbance from undue noise or guests of roommate(s)
- The right to read and study free from undue interference in one’s room
- The right to free access to one’s room and facilities at all times without restriction from roommate(s)
- The right to feel secure against physical or emotional harm, or intimidation
- The right to expect that a roommate(s) will respect one’s personal belongings
- The right to a clean environment in which to live
- The right to personal privacy
- The right to host guests with the expectation that guests are to respect the rights of the host’s roommate(s), other hall residents, and the policies of Ohio Northern University
- The right to address grievances (Residence Life staff is available for assistance)
- The right to expect reasonable cooperation in the use of “room shared” appliances (telephone, refrigerator, etc.) and a commitment to honor agreed upon procedures
Beyond these rights and responsibilities, residents are expected to live together cooperatively and in mutual consideration.

**UNIVERSITY HOUSING POLICY**

All full-time (12 semester hours) University undergraduate and international students are required to live. This policy includes all residence halls, on-campus apartments, and all fraternity and sorority houses. All students with fewer than 12 semester hours are not eligible for campus housing and may be asked to leave the residence halls or apartments.

Applications to move off-campus or to commute for the upcoming academic year must be made in writing and approved by staff in the Office of Residence Life prior to on-campus room selection for the upcoming academic year. Room selection for the next academic year is held during spring semester, after pre-registration for fall classes.

Approval by staff at the Office of Residence Life is required before a student may move off campus or commute. To be approved, one of the following criteria must be met:

1. 6 semesters in the residence halls
2. 23 years of age
3. Commuting from the permanent residence of a parent, grandparent, or sibling, within a 30 mile drive to campus
4. An earned undergraduate degree
5. Served in the armed forces and qualifies for veterans’ benefits
6. Married

If at any time during the academic year, it is found that the application to live off-campus or commute has been falsified, the following sanctions will be imposed:

1. A Student Affairs HOLD will be placed on registration for the upcoming semester.
2. The student must move back into the residence halls for the upcoming semester. Failure to do so will result in the inability to register for the next semester. If the student found in violation is a graduating student, a hold will be placed on all University records including transcripts.

Housing commitments are for the entire academic year, and residents are not permitted to move from the residence halls to Greek housing, nor to other off-campus housing from residence halls or Greek housing, at any time during the academic year. Therefore, on-campus or Greek house residents are not to sign a housing agreement or lease for off-campus housing, until explicit written approval to move off-campus has been given by the Director of Residence Life and the Director of Student Involvement (see GREEK HOUSING, Item 3).
GENERAL INFORMATION

APPLIANCES

The University prohibits the use of non-approved electrical appliances in students’ rooms. All electrical devices and extension cords must be UL approved. Any electrical appliances that are determined to be a fire hazard or violate cleanliness standards by the hall staff may be confiscated. Electric skillets, toasters and grills are not permitted.

MINI-REFRIGERATORS IN STUDENTS’ ROOMS

Mini-refrigerators must be under 4.5 cubic feet and Energy-Star required.

AQUARIUMS (See Pets, page 27)

A resident is permitted to have a twenty (20) gallon tank or less in individual residence hall/apartment rooms. Any tank larger than twenty (20) gallons will not be permitted and the student will be asked to take the tank home. Only one tank/aquarium per room is permitted. Fish are the only inhabitants permitted in an aquarium. The electrical connection to the power source must be made with a multi-socket adapter, which has a circuit breaker as an inherent part of its design.

BICYCLES

Bicycle racks are provided outside each of the residence halls and apartment buildings for parking student bicycles. Riding and/or storing bicycles in a residence hall/apartment is prohibited. The Office of Campus Security offers bicycle registration for students who desire this service; it is strongly encouraged. Be sure to lock bikes when not in use.

CANDLES, INCENSE, POTPOURRI AND FLAMMABLE MATERIALS

Because of the danger of fire, the possession or burning of candles, incense, potpourri burners, lanterns or any other type of open flame is strictly prohibited in student rooms. In keeping with the need for fire prevention, any possession or use of kerosene, gasoline, naphtha, benzene, or similar flammable material in or around the residence halls, apartments, fraternity or sorority houses, any University building or property, except in laboratory rooms or in other authorized and supervised classroom uses, is strictly forbidden. Flammable art supplies must be kept in lockers provided in the Art Building. Students found in violation of this policy will be subject to disciplinary action.

CEILING FANS

Ceiling fans are not permitted in University housing units.

CHECK-IN

When a student arrives just prior to the beginning of a semester, each is to go to his/her assigned hall/apartment complex and check-in.
• The student will receive a room key at the hall desk.

• A residence life staff member will come to the room with a room condition report (or RCR). The RCR notes the condition of each room at the beginning of the school year.

• When a student checks out of the room, the condition of the room will be checked against the RCR. It is important that this form is filled out completely and accurately; a student may be assigned damage charges for any conditions which differ substantially from the initial inspection of the room. A student will be assigned a new RCR if s/he changes rooms later in the year.

CHECK-OUT

If checking out of the Residence Hall room or campus apartment at any time, each resident must be checked out by a staff member.

If checking out mid-year:

• Twenty-four (24) hour advance notice of check-out to the Resident Director and appropriate Resident Assistant is required.

• IT IS THE RESPONSIBILITY OF THE STUDENT to properly check out with the hall staff and to leave the room clean, or an improper check-out fee of $100 will be charged.

• An additional lock change fee of $100 will also be charged if a student leaves a room without returning his/her room key(s).

• Upon check-out, the student must complete their RCR with a staff member and sign-off confirming his/her check-out and damages (if any).

If checking out at break:

• During finals weeks of the academic year, students are required to check out of University housing (residence halls, apartments, fraternity/sorority houses) 24 hours after their last exam (see Damages).

• Requests for an exception to this policy are to be made to the Director of Residence Life.

• If checking out temporarily (e.g., fall break, winter break), students are required to turn off any and all electronics (including surge protectors), open blinds (unless on ground floor), and leave room clean.

• If checking out permanently (e.g., summer break), students must have completely cleaned the room and removed all personal items.

• Upon check-out, the student must complete their RCR with a staff member and sign-off confirming his/her check-out and damages (if any).

If withdrawing from the University:

• In addition to completing an RCR, the student must complete another check-out form.
• Students who have withdrawn must also return their student ID in addition to their room key(s).

All students are expected to keep their rooms neat and clean. Necessary cleaning materials may be obtained from the office of each residence hall or by contacting an apartment staff member. The right is reserved for authorized University personnel to enter any room at any time for the purposes of inspection or repair.

**CONSOLIDATION OF VACANCIES**

When a vacancy occurs in University housing, the consolidation policy will be applied to maintain equity between persons who choose to pay for a “Super Single” and those losing a roommate from normal attrition. The policy requires no resident displacement without consent, unless enrollment numbers dictate administrative moves directed by the Office of Residence Life. A student has a 3-day grace period from the time the vacancy occurs to notify the Office of Residence Life through the Room Change Form as to his/her plan. Both Room Change Form and Super Single Form can be obtained from a Resident Assistant or the Resident Director. (See also ROOM CHANGES.)

1. The purchase of a Super Single is the only total assurance that a resident will have a single room from the time of purchase through the end of the academic year.

2. When a resident is left with a space in his/her room, the resident has the following options:
   a. Receive a roommate from a temporary housing space.
   b. Sign and submit to the Office of Residence Life the form acknowledging a grace period of three business days.
   c. At the end of the grace period, sign either (1) the portion of the form for a Super Single which guarantees a single room for the remainder of the academic year; or (2) sign the portion of the form acknowledging that a roommate may be assigned to the room at any time based on housing needs and preferences of the incoming roommate. Once the decision been made for the Super Single, this will remain in effect and be billed for the remainder of the academic year. When the decision for the second option is made, a student may not purchase the room as a Super Single for the following term until Friday of the fourteenth week of the semester.
   d. The Resident Director of the residence hall or apartment will have the obligation to provide names of persons without roommates to residents who are left with a space in his/her room. The resident will have the responsibility to contact the Resident Director of other halls for this information, if seeking a move between halls.

3. Students permitted to remain in a room without a roommate and without the Super Single option, may be asked to house guests of the University and must maintain the furnishings of a double room at all times. When this occurs, the guest is to be treated with courtesy and respect; residents are to follow University regulations.
4. When an empty room exists in a residence hall or apartment, the Resident Director may use it to solve existing roommate conflicts or it may be offered to any resident at the rate of a Super Single (1.5x the space’s double occupancy rate –OR– 2x the space’s double occupancy rate in Affinity Village or apartments).

5. At the beginning of an academic year if temporary spaces are being used, the priority for moving individuals from temporary spaces is as follows:
   a. Individuals from temporary housing to spaces in rooms based on each student’s date of deposit with the Office of Admissions.
   b. Individuals who have expressed a preference with their Resident Director to purchase a Super Single.

6. A remaining room or apartment occupant will not be displaced without consent.

7. All room changes are under an administrative freeze for the first and last week of classes during each academic term. Fall semester, the freeze at the beginning of the term is for two weeks. Room freeze does not apply to administrative changes.

8. There will be no room changes after the first week of May unless special permission is granted from the Director of Residence Life.

**COOKING IN RESIDENCE HALL ROOMS**

Cooking is not permitted in student rooms. There are designated areas and kitchenettes in the residence halls to prepare snacks. The building residents, not the maintenance staff, are responsible for cleaning up afterwards; this includes the inside of microwaves, conventional ovens and refrigerators.

**DAMAGES IN RESIDENCE HALLS – INDIVIDUAL ROOMS, UNIVERSITY APARTMENTS AND COMMON AREAS**

The University can neither condone nor absorb the cost of intentional or malicious damages; therefore, residents are held responsible for all damages to the facilities of their living area. Damages in common areas, as well as in student rooms, which are beyond the normal wear and tear, and discovered during and/or at the end of the school term, will be charged, in entirety, to a student’s account by the Office of Residence Life. In the event that individual responsibility cannot be determined for damage in a common area (i.e. lounge, bathroom, hallway, exit signs, etc.) assessment will be divided among all the occupants of the wing, floor, or building who reasonably could have been responsible. The minimum charge, per person, for damages to University property is $25, regardless of actual cost of repair or replacement.

Assessments for damages may be appealed to the Student Fee Appeals Committee (see APPENDIX L). The issue before the Committee shall be whether or not the University was reasonable in assessing responsibility for the damage(s), not whether the individual(s) were responsible for the damage(s).
Damages billed to the resident’s account are independent of any violations of the Student Code of Conduct.

**DART BOARDS**

Dart boards are not permitted in University-owned housing.

**EXTERIOR DOORS - RESIDENCE HALLS AND APARTMENTS**

The outside doors of each Residence Hall will be locked at all times. Residents of halls and apartments may gain access to the hall with their ID cards. Anyone found propping open outside doors or participating in other actions that endanger the safety and security of others may be subject to disciplinary action and/or a $100 fine.

**FEES AND REFUNDS**

If a student’s payment for tuition, housing and meal plan is late, his/her room reservation may be canceled. The student will be assessed a late fee. If for any reason a student’s housing or meal plan contract should get canceled because of non-payment, s/he may be reassigned to another room or hall. The University reserves the right to change or modify the housing and meal plan rates as economic conditions warrant.

There is a one-time set-up fee of $50 for the early arrival of any student and an additional $25/day fee for each day on campus before the allotted move-in period. University sponsored early-arrivals are not subject to the one-time set-up fee. The Director of Residence Life must approve all early-arrival students.

If a student’s off-campus request form is submitted after the application deadline, a $50 late fee will be assessed to his/her account.

Students attending Ohio Northern University are entitled to a pro-rated refund calculation through the 60% point of the semester. Tuition, room and board charges will be included in the designated refund percentage. Financial aid adjustments will be calculated based upon mandated Federal refund calculations. 100% refund is granted on or before the first day of class each semester. After that, the percentage is based on the number of days in attendance for the semester. There is no refund after the first 60% of the semester.

**HALOGEN LAMPS**

Halogen lamps are not permitted in residence hall or apartment rooms.

**KEYS**

Each resident is issued an apartment or residence hall key. These keys are not to be given to other students/persons for any reason. If locked out, or if a key is lost, contact a residence life staff member.
for assistance. A lock-out fee is charged each time a residence life staff member is required to unlock a room; proceeds from these fees benefit Dolly Parton’s Imagination Library (Hardin County).

**KEYS – UNAUTHORIZED DUPLICATION, POSSESSION OR USE**

The unauthorized duplication, possession or use of keys, including master keys, to any building, laboratory, or room of the University is strictly forbidden. Unauthorized use of duplicating key machine is a violation and also is considered theft. Violators will be subject to disciplinary action and also will be responsible for reimbursement of loss.

**LOFTS - RESIDENCE HALLS AND APARTMENTS**

Personal lofts are not permitted in any residence hall rooms or apartment. The University will provide two (2) lofts in each room in Brookhart, Lima, Roberts, Maglott, Park, and Founders Halls. One (1) University loft will be provided in each Stambaugh Hall room, and bunk beds will be provided in Northern House, and 5 University Parkway.

**LOUNGE FURNITURE AND LOUNGES**

Students are welcome to bring furniture (outside of a bed and dresser), but are not to move lounge furniture for any purpose. Any person who removes lounge furniture will be fined $100. Further, lounges are not to be used to provide overnight accommodations for guests.

**MEAL PLANS**

All students living in a residence hall are obligated to purchase a meal plan for the student dining room located in McIntosh Center. Students living in on-campus apartments are credited dining points each semester included in their room fee; they are not charged dining fees. Students in on-campus apartments are able, but are not required, to purchase an additional meal plan. (See DINING for more information.)

**NOISE – HOUSING**

In order to provide an atmosphere conducive for study and sleep, in residence halls, apartments and Greek houses, loud noises and stereos are to be kept to a minimum. Consideration for other residents, as well as occupants of University buildings, is to be observed at all times. Disciplinary action may be taken in cases involving excessive noise. Stereo speakers should be kept inside and facing into the house, apartment or hall. Musical instruments both amplified and not, need to be contained to special areas of academic buildings and are not suitable for residence halls. Practice rooms are available for this purpose in Presser Hall.

**NON-APPROVED POSTINGS**

Permission for placing these items in residence halls must be obtained from the Office of Residence Life in McIntosh Center or a member of each hall’s staff. In all other University buildings, permission must be
obtained from the appropriate designated authority in each building. Failure to comply with these rules may result in the removal of signs without warning and disciplinary action.

1. All posters, fliers, notices and messages to be placed inside campus buildings must be posted on appropriate bulletin boards or space designated for that purpose.

2. All posters and signs must bear the sponsor’s name, the campus organization, University department or office.

3. No more than one copy of each item may be placed on each bulletin board or designated space, and maximum size shall not exceed 24 inches by 24 inches. Signs should be clear and legible.

**OFF-CAMPUS HOUSING**

(1) Married students and/or (2) students who meet off-campus requirements, have completed the off-campus request form, and have been approved by the Director of Residence Life to live off-campus may view available housing options via the website of the Office of Residence Life. All students are responsible for notifying the Office of Residence Life of their local addresses and phone numbers within the first two weeks of fall semester. This ensures inclusion in the ONU phone directory and receiving correspondence from University offices.

**PAINTING OF ROOMS – RESIDENCE HALLS/APARTMENTS**

Students are not permitted to repaint any room.

**PETS**

For sanitary reasons and out of consideration for other residents and for the welfare of pets, no pets, animals, or lab specimens are permitted in University Housing. Fish are the exception, but aquariums are limited to 20 gallons in size and must be removed from campus over extended University vacations. Illegal pets will result in immediate removal by Hardin County Animal Services (Humane Society/Dog Control). Service dogs are the only exception to this policy and are allowed in any University building.

**POSTERS AND WALL HANGINGS**

Students can personalize a residence hall or apartment room, but not use nails, stickers, or screws, as these will damage the walls. No parachutes, flags, fish nets, or room light coverings are permitted. Residents are financially responsible for damage to walls and doors caused by wall/door decorations. All repairs must be completed by Physical Plant employees.

**QUIET HOURS**

In order to make the atmosphere conducive to study and sleep, quiet hours have been established in all residential areas. Quiet hours will be enforced at these times:

Sunday – Thursday 8:00 p.m. - 10:00 a.m.
Friday – Saturday 1:00 a.m. - 10:00 a.m.

During these times, the halls are to be kept as quiet as possible so that those who wish to study in the Residence Hall may do so without distractions. Radios, tape recorders, and stereos may be played quietly as long as no one else is being disturbed. Stereo speakers should never be pointed outside residence hall or apartment windows. In the event of misuse of a stereo system, the system will be confiscated and sent home at the direction of the staff (see NOISE -HOUSING). At all times, there are “24/7 - Courtesy Hours,” meaning that a student has the right to ask others to keep their noise down. Each student in a residential community has the responsibility to respect the rights of others.

REDUCED SERVICES

At times when University housing is below full occupancy, services and use of facilities may need to be reduced due to economic consideration.

RESTROOMS

Even during visitation hours, floor/wing restrooms are not for the use of members of the opposite gender. Restroom facilities for guests of the opposite gender are usually located near the main lounge of each residence hall.

ROOF AREAS

For safety reasons, students are not permitted on the roofs of the residence halls, apartments, Greek Houses or small living units.

ROOM CHANGES

All room changes must be approved by the Resident Director and appropriate Resident Assistant prior to moving. A $100 fine will be assessed for moving from one room/hall to another without completing the necessary forms. The approval process begins by talking with a Resident Assistant and obtaining a Room Change Form from him/her or the Resident Director. Upon the discretion of the Director of Residence Life, students requesting a room change may be asked to participate in a mediation session with the present roommate facilitated by a staff member or to submit a written Request for Exception as a requirement for the room change process. The Resident Director has the ability to disallow any room change. If plans are being made to move between terms, the necessary paperwork must be turned into the Resident Director before Friday of the fourteenth week. If, through the Office of Residence Life, it is deemed that a resident is purposely being difficult to roommates in an attempt to obtain a “single”, the problem resident will be billed the equivalent of a Super Single and be documented by the Office of Residence Life with possible disciplinary action.

ROOM AND RESIDENTIAL AREA CONDITIONS – DAMAGES AND REPAIRS

Occupants of each room and apartment are expected to keep the room and residential area clean and neat. Necessary cleaning materials may be obtained from the office of each hall or apartment staff
members. The right is reserved for authorized University personnel to enter rooms/apartments at any time for the purpose of inspection or repair. Repairs are to be done by the Physical Plant Staff only (see DAMAGES IN RESIDENCE HALLS –INDIVIDUAL ROOMS, UNIVERSITY APARTMENTS AND COMMON AREAS).

ROOM INSPECTIONS

Residence hall and other University staff members are authorized to inspect student rooms at any time for acceptable standards of safety and hygiene, observance of campus residence hall policies/procedures, University regulations, requirements of public law, and for the maintenance/repair of equipment. Room inspections will be conducted over break periods. University officials, including Residence Life staff, reserve the right to enter a student room, locked or unlocked, at any time it is deemed necessary for immediate resolution of problems. Examples of potential problems include rule enforcement, maintenance, illness, hazards, illegal contraband/activities and other emergency situations. Efforts will be made to have residents present when the room is entered. If a search is made by non-University officials, reasonable legal search procedures will be followed.

SEARCH AND SEIZURE

There will be no unreasonable searches of student rooms and apartments or seizures of student property. No search or seizure shall be carried out by University employees unless authorization has been received in writing from the Vice President for Student Affairs & Dean of Students. Exceptions to this include an occupant consenting to a search or seizure or exigent circumstances exist in the form of safety concerns or a legitimate need to secure evidence of violations of University code of conduct. Reasonable efforts will be made to have the occupant of the room present during a search. The above policy does not prohibit the residence hall staff from making inspections which relate to the cleanliness of the room or the health of the student, or the fire marshal from checking for fire hazards. This policy applies to residence halls, fraternity/sorority houses, and University student apartments and houses.

SPACE HEATERS

Space heaters are not permitted in any University-owned residence.

SUMMER STORAGE –RESIDENCE HALLS

There is no summer storage provided in the residence halls or apartments.

SUBLETTING

Subletting a room or apartment or meal contract is prohibited.

TERMINATION OF OCCUPANCY

The University may terminate or suspend a student’s housing at any time for reasons of health, safety, conduct, or personal circumstances. Any student not registered for at least 12 semester hours of classes is subject to termination of housing.
TRASH & RECYCLABLES

Residents are expected to keep residence hall and apartment rooms clean. All trash is to be placed in the large trash bins behind each hall. There also are trash containers located in each hallway and bathroom in residence halls. Before throwing away boxes (including pizza boxes), residents are asked to fold or break them down. Every resident is expected to cooperate with the building maintenance staff and keep hallways and lounges free from trash, shoes, or other personal items.

All recyclables are to be placed in these bins by students individually. Large orange recycling bins are provided near residential areas.

UTILITY CLOSETS

Utility closets in on-campus apartments and other residential areas are to remain locked at all times. Use of these areas as storage is a safety hazard, inhibits airflow to HVAC units, and is strictly prohibited.

VACATION PERIODS, CLOSING OF HALLS AND FOOD SERVICES

During all breaks, the residence halls are closed. Student apartments are not closed. All food services are closed during scheduled vacation periods.

At each vacation period, there are several things which students are expected to do before leaving: unplug all electrical items, close and lock windows, leave rooms reasonably clean. Students are to close draperies/miniblinds if their room is on the first floor to prevent possible theft, but leave draperies/mini-blinds open on the second and third floors as a means of fire protection.

Before leaving for a vacation, residents are responsible for cleaning out and unplugging a mini-fridge; leaving the door open. Students are to leave within 24 hours after completing their last examination or by the official closing time set by the Office of Residence Life, whichever comes first.

Students who require residence during vacations must contact the Director of Residence Life at least two weeks in advance of the scheduled vacation in order that housing accommodations may be arranged. At the end of spring semester, each resident is responsible for notifying magazine subscriptions and others as to their summer forwarding address. The mail room will forward first class mail only.

VISITATION

Guests of the opposite gender may visit the student rooms of residence halls during designated guest hours.

Visitation Hours are as follows:

New Students in Residence Halls

5 University Parkway, Founders Hall, Park Hall, Maglott Hall, Northern House, Stambaugh Hall (new student residents)
Sunday – Thursday 10:00 a.m. – 11:00 p.m.

Friday – Saturday 10:00 a.m. – 1:00 a.m.

**Returning Students not residing in Apartments**

Affinity, Brookhart Hall, Lima Hall, Roberts Hall

Sunday – Thursday 10:00 a.m. – 11:00 p.m.

Weekend Friday 10:00 a.m. – Sunday 11:00 a.m.

**WATER BEDS**

Water beds are not allowed in residence hall or apartment rooms.

**WINDOWS AND WINDOW SCREENS**

Residents are responsible for any noise or objects coming out of their windows. It is against University policy to remove screens from windows, yell, play music loudly, or drop things out of windows. Removal of screens can result in a maintenance fee for re-installment or replacement. Additionally, there is a $10 fine per incident for removing a screen from a window.

**WINDOW TREATMENTS**

The University provides flame retardant mini-blinds for all student rooms. Individual students are not permitted to replace these. Additional curtains or blinds are not permitted.

**WITHDRAWAL**

When a student withdraws in the middle of a term, she/he must remove all belongings from the residence hall or apartment and be properly checked out of the space within 24 hours of the withdrawal.