



CAMBRIAN
COLLEGE

2010-2011 Residence Rules and Regulations

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1.0 RESIDENCE FACILITIES

1.1 Lammanen Centre

The Laamanen Centre is the first building to your left as you drive onto the Residence Grounds. It houses the following facilities: Residence Office, Resident Assistant's Office, Rafters (study/leisure area), washrooms, TV room, laundry room and pay phones.

1.2 Office Staff

The Residence Office is staffed by the Residence Supervisor, the Residence Coordinator, and an Office Clerk. Residence Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. The Residence Don is available at the Don's Residence from 4:30 p.m. to 8:30 a.m. Monday to Thursday and 4:30 p.m. Friday to 8:30 a.m. Monday and can be reached at (705) 525-0555.

1.3 Resident Assistants and Porters

Resident Assistants live in Residence and can be reached through the Laamanen Centre during the following hours: Friday and Saturday, 9-3am. All Resident Assistants are available 24-7 in case of emergencies. Porters are available at the front entrance to the dorm building on Thursday, Friday and Saturday nights. Check with the Residence Office for current hours.

1.4 Security

Security Staff is available 24 hours a day. Staff have clear instructions concerning student safety and the security of Residence. Your cooperation is appreciated. In case of an emergency, Security can be reached at (705) 566-8101, ext 7911.

1.5 Laundry Room

Laundry rooms are located inside the Laamanen Centre across from Rafters, and in Dorm C, room 305. Hours may vary, but the facility is generally open day and night, weekends included. The machines operate using a swipe card. Swipe cards can be purchased at a cost of \$20.00 (bills only) from a value machine located inside the laundry room. The card will have a \$15.00 value on it and can be reloaded on the same machine. The machines are owned and operated by *Diamond's Service*. If you have any problems with the equipment, please direct your calls to Gerry Diamond at 705-969-2005.

1.6 Mail Boxes

Townhouses—Mail is available for pick up after 2 p.m., Monday to Friday. Mailboxes are located in the Laamanen Centre. Please include your house number and room number on correspondence.

Dorms—Mail will be available for pick up after 2 p.m., Monday to Friday in the main entrance of each dorm. Please include your suite and bedroom number on correspondence. Residents receiving parcels will receive notice in their mailbox. Parcels can be picked up at the Residence Office.

2.0 FURNISHINGS

Townhouses—Each unit is completely furnished with a refrigerator, a stove, a microwave oven, a dining room table and chairs, blinds, and living room furniture. All bedrooms contain a captain’s bed, desk and chair, built-in wardrobe and closet.

Dorms—Each suite is completely furnished with a refrigerator, a microwave oven, a kitchen table and chairs. All bedrooms contain a double size captain’s bed, desk, chair and closet.

Other appliances such as radios, stereos, televisions, clocks, hair-dryers, etc., are the students’ responsibility.

You may bring a bar fridge to your room as long as it conforms to CSA standards and is no older than 10 years and no larger than 33” high and 20” wide. Cooking appliances are not to be used in bedrooms. Waterbeds are not allowed in Residence. **Other furniture (couches, chairs, pool/ping pong tables, etc) is not allowed and will be removed at the owner’s expense.** Residence furniture is not to be moved from one room to another or brought outside. Removal of furniture from the dorm common rooms is considered theft of College property.

What You May Want to Bring: Cutlery, dishes, pots/pans, dishes for microwave, iron, desk lamp, tea towels, dish clothes, pillow, sheets (34x78 for beds in townhouses—54x76 for beds in dorms), blankets, mattress pad, alarm clock, toiletries, bath and laundry supplies, bath towels, shower curtains for showers in dorms (72x72), and a vacuum.

2.1 Room Decoration

Residence rooms cannot be decorated with paint, markers, crayons, etc. You cannot drill holes into walls: ‘sticky tack’ or a similar product is recommended. Use of heavy tape such as duct tape or packing tape is not allowed. Pictures and posters may be hung or displayed in bedrooms only. **If the walls of your bedroom are damaged, you will be charged to restore them to the original shape.**

2.2 Cable TV

Townhouses—Cable TV hook ups are located in each living room. **Dorms**—Cable TV hook ups are located in each bedroom. Splicing into the cable to run lines into other rooms is illegal. The cable company may charge residents caught splicing with theft of communications.

2.3 Garbage

Townhouses—Residents are responsible for transporting all garbage from their units to the disposal containers situated in the garbage shed. You will be fined for leaving garbage outside your unit. **Dorms**—Residents are responsible for transporting all garbage from their suites to the disposal chutes. Garbage must be placed in bags no larger than 20”x22”.

Littering in and around the Residence will result in disciplinary action. Please, lets work together to ensure that your home away from home remains clean and tidy.

2.4 Keys and Lockouts

Townhouses—Each resident will receive three keys: bedroom, front door and mailbox.

Dorms—Each resident will receive three keys: suite/bedroom, front door and mailbox.

If you are locked out of have temporarily misplaced your keys, do one of the following:

1) During office hours, proceed to the Residence Office and ask for assistance.

2) If the office is closed, contact the Residence Don located in the second courtyard of the townhouses or call (705) 525-0555.

3) **Kicking in doors is not permitted. (See Discipline 4.0 – Vandalism or willful damage to College property.)**

Note: There is a \$10 charge for unlocking doors. Please remember to carry your keys at all times.

2.5 Parking

For students living in Residence, overnight parking is available in Lot 11 (south), behind the townhouses, on an annual basis from September to August. During the winter, check Student 411 for specific updates regarding snow removal. You may purchase your parking pass at the Registrar's office located at the main campus. The College reserves the right to ticket and tow.

2.6 Insurance

Residents are advised to arrange for appropriate renters property and liability insurance (Check with your parents. Their home insurance may cover you while at Residence). The College assumes no liability for any resident's or guest's personal articles in the event of loss, damage or theft. In the event of damage or theft of your personal belongings, contact the Greater Sudbury Police Service at (705) 675-9171.

2.7 Storage

Storage space is limited. Please bring only what you need. There is no storage available on Residence.

2.8 Telephones/Internet

Each bedroom is equipped with a telephone jack. Occupants are responsible for the initial hook up and any additional jacks and extensions and costs incurred. The Residence Office will not collect monies owed between residents or on a provider's behalf. Service providers are on site during move-in periods. Internet is supplied by the College.

3.0 RULES AND REGULATIONS

Rules are a part of Residence Life. By complying with the rules of the Residence, your experience will be more enjoyable. Please refer to the Residence Agreement Form for further details (see Appendix B). **Each resident will be required to sign a Residence Agreement Form stating that he/she has received the rules and regulations and accept that adherence to these rules and regulations is a condition of continuing to live in Residence.**

3.1 Alcohol

Under College and Liquor Control Board of Ontario regulations, possession of alcohol is permitted by residents and guests, 19 years of age or older. Alcohol may be consumed inside townhouses and dorm suites. As approved by the Residence Supervisor, or designate, alcohol may be consumed in the dorm common rooms (conditions apply).

Alcohol is not to be consumed outside or in the hallways. Beer bottles (including 40 oz. beer bottles), kegs and beer balls are not allowed in Residence; cans are. Funnels or any device which encourage binge drinking are not allowed. Beer can or liquor walls are not allowed.

Drinking outside of the prescribed areas will result in disciplinary action (see Discipline 4.0). In addition to drinking outside and bottles, other common alcohol related infractions that are subject to disciplinary action include, but are not limited to, the following: underage drinking and public intoxication.

Additionally, an alcohol ban will be implemented on College Residence Property from August 16 – September 13, 2010. Residents are not permitted to consume or store alcohol on site. Failure to comply will result in a \$200.00 fine. Please also be advised that the behaviour of staff and students is governed by the Cambrian Code of Conduct. Behaviour that contravenes the Code of Conduct can result in disciplinary action.

3.2 Drugs

Residents must be aware that possession, use, sale, distribution or cultivation of any narcotic or controlled substance or evidence of drug traces/paraphernalia or the smell of prohibited substances (eg. Marijuana) in or near suites, bedrooms, or common rooms will be considered conclusive of use or possession and, if confirmed upon investigation, may result in an immediate and automatic eviction from Residence (see Discipline 4.0).

3.3 Guests

Each resident is allowed one guest four nights per month. All residents and guests must wear identifying bracelets indicating which resident the guest is signed in with. Sign-ins occur at the Laamanen Centre (RA office) Residence Office or at the entrances to the Dorms. All guests must be 18 years of age or older unless approved by the Residence Supervisor or designate. Residents are responsible for their guest's actions while on Residence property and will be held responsible for any damages incurred. Residents should obtain permission from their roommates before registering their guests with the Residence Office. All guests not signed in must be off Residence property by 1am. Residence Staff and Security Personnel reserve the right to ask any guest to leave without cause at any time. Residents who have not signed in guests may be subject to disciplinary action. Please also be advised that residents will face disciplinary action for allowing banned/evicted students access to their common areas and/or rooms.

3.4 Parties

Parties are an excellent opportunity to interact on a social level with friends. Residents wishing to have a party must read, understand, and sign the party Guidelines Agreement Form available from the Residence Office during business hours at least 48 hours before the date of the party. All unit members must sign the agreement form. Residents are responsible for the conduct of their guests and for abiding with the quiet hours. Excessive noise is not allowed at any time. Parties must end at 2 a.m.

In addition to the Party Guidelines Agreement Form, residents must ensure the following conditions are met:

- A resident of the unit must be present at the front entrance
- No underage non-residents are in attendance
- All overnight guests have been properly signed-in
- The maximum number of people has not been exceeded

If Security Personnel or Residence Staff find these conditions are not properly met, the party will be shut down. Residents are responsible for maintaining a safe environment during the party and for the clean-up after. Damages are the responsibility of the residents. Please remember that you are part of a neighbourhood and your party should not interfere with your neighbours. Parties are not allowed Sunday to Thursday or on weekends immediately prior to and during the scheduled exam period.

Restrictions of the amount of people attending a party:

Townhouses—The maximum number of people in attendance is 20. **Dorms**—The maximum number of people allowed in a suite at any given time is 10. Restrictions exist for safety and fire regulations.

3.4.1 Absolutely NO LOITERING in the courtyards after 8 p.m.

3.5 Housekeeping Inspections

To ensure that health and safety standards are maintained, unit/suite inspections will be conducted on a random basis. All residents are responsible for keeping their units/suites neat and clean. Individual are responsible for the conditions of their bedrooms. No notice will be given for inspection of common areas. Unit members with unclean common areas (kitchen, bathrooms, dining room, living room) will be allowed one day to correct the problem. If the area is still found to be unsafe, unclean, or unhealthy, a fine will be issued against each suite or bedroom occupant. The fine will increase by \$10/day and continue to increase each day the area is not cleaned.

3.6 Pets

ABSOLUTELY NO PETS ARE ALLOWED ON RESIDENCE PROPERTY AT ANY TIME. This pertains to residents, visitors and guests.

3.7 Quiet Hours

This area of responsibility deals mainly with infringing on the rights of other residents. During the exam periods, a strict 23 hour quiet period will be enforced. Residents are welcome to enjoy an hour of louder noise between 6-7 p.m. The major factor in any successful Residence is consideration of others.

With this in mind, music must be played at a volume that does not interfere with the quiet enjoyment of other residents. Stereo components that have the ability to output high wattage will not be allowed on Residence property. Similarly, private parties and social gathering should be considerate of other residents' needs. Unnecessary noise at any time is unacceptable. One person's right for quiet supersedes one's right to make noise. Regular quiet hours are Sunday through Saturday from 11 p.m.–8 a.m.

3.8 Sports

Sports such as ball hockey, golf, baseball, basketball, football or Frisbee tossing are not allowed in either courtyard or inside the dorms/townhouses. Unfortunately, we incur too many broken windows and personal injury as a result of these games.

3.9 Weapons/Hazardous Materials

Possession of and/or discharge of any weapons, including, but not restricted to firearms, bows, etc., is strictly prohibited on Cambrian College property. The term weapon refers to restricted or prohibited weapons as defined by legislation and also to any type of firearm, explosive device, ammunition, shot or gun powder, fireworks/firecrackers, and highly flammable materials. Possession of and/or discharge of BB, air/paintball guns, ammunition, slingshots, knives, or any lethal weapons in any form (including martial arts equipment) are also prohibited. Propane barbecues are not allowed. Other barbecues are allowed so long as they are not used as firepits.

3.10 Smoking

SMOKING IS NOT PERMITTED IN RESIDENCE. Violation of this rule will result in a \$200 fine and a disciplinary contract.

3.11 Barbequing

BARBEQUING IS NOT PERMITTED ON RESIDENCE PROPERTY. Residents are not permitted to use propane, camping stoves, charcoal barbeques or any open flame for cooking or any other reason. Violation of this rule will result in a disciplinary contract.

4.0 DISCIPLINE

While living in Residence is a privilege, the freedom to rest, study, and enjoy leisure pursuits is a right. To achieve this goal, a discipline policy has been implemented. Any violation of the rules and regulations will mean that some form of discipline becomes necessary. However, the severity of the discipline is dependent upon the seriousness of the problem.

The following list includes, but is not limited to, possible disciplinary measures:

- Verbal warning from Residence staff
- Written warning (a copy will go into your Residence file)
- Fines ranging from \$25 to \$200 depending upon the severity of the offence
- Disciplinary Notice (which advises that another infraction received by the resident can result in their eviction.)
- Eviction

A 48-hour notice to vacate will be served for:

- Vandalism or willful damage to College property
- Tampering with Residence equipment such as locks, thermostats, furnaces or fire equipment
- Extreme inappropriate behaviour, such as physical or verbal abuse of the Residence Staff or other residents
- Failure to hold status as a student
- Failure to conform to guidelines and/or adhere to the rules and regulations and/or the Cambrian Code of Conduct

An immediate notice to vacate may be given for:

- Actions that appear to be criminal or other offences
- The protection of Residents and College property
- Use or possession of a controlled drug or substance or related paraphernalia except if authorized by a current prescription of a physician.

4.1 Appeal Process

A Residence Appeals Committee is in place for those students who feel unfairly treated or unjustly assessed. It is not an opportunity for students to challenge the rules and regulations of Residence or challenge the penalty received for breaking the rules. It is simply an opportunity for a resident to discuss with his/her peers why the discipline was unjustified. All Residence Rules and Regulations must be followed.

Request For Appeal forms may be picked up at the Residence Office.

5.0 FIRE

5.1 Smoke Detectors and Fire Extinguishers

Our fire system is very sensitive. Our smoke detectors are easily activated by such things as steam from the showers, sparklers and burning popcorn. **Candles are not allowed in Residence.** Appliances such as coffee percolators, toasters, popcorn poppers, microwaves, kettles, grills, electric frying pans, hot plates or small ovens are not to be used in your private room due to fire regulations. **Important: It is a violation to disconnect smoke detectors and door closing mechanisms. Disconnected detectors put all residents in jeopardy.**

Tampering with fire equipment system is a serious offence and will result in a \$200 fine and a disciplinary notice. The offender may also receive a fine from the City of Greater Sudbury Fire Department. The units/suites must have fire protection at all times. If the individual responsible for tampering with fire equipment from a common area is unable to be found, then all occupants of the unit/suite will be fined.

5.2 In Case of Fire

If a fire does break out, proceed with the following steps:

- **Townhouses**—If the fire is small and you feel a fire extinguisher will do the job, pull the fire alarm located in your living room or common area upstairs and then try the fire extinguisher. If the fire is too large to handle with an extinguisher, pull the fire alarm.
- **Dorms**—Pull stations are located at the main entrance and at each entrance of the stairwell.
- Leave your unit/building immediately and alert other residents as you leave. Residents cannot return until advised by Staff.
- Call Campus Security at (705) 566-8101, ext. 7911.

6.0 PRIVACY

College staff will not intrude into the residents' rooms, except under the following circumstances:

- If maintenance work needs to be done
- If a room check or room inventory is required
- In the case of fire or emergency
- To check for dangerous goods
- For monthly fire extinguisher inspections
- To investigate a report, sound, appearance or odour that may indicate the use or possession of a controlled drug or substance

The staff will make every effort to tell the tenants when an entry is necessary. **Note: Residents rent a bedroom in a unit/suite and not the entire unit/suite. Entranceways, stairways, hallways, living room, dining room, and kitchen are common areas and may be entered by staff (eg. When a vacated room has to be cleaned and prepared for a new resident).**

7.0 TERMS OF OCCUPANCY

7.1 Move-In Procedures

Please report to the Residence Office. At this time, you will pick up your keys. You will be given inventory sheets and condition reports which must be handed into the office within 48 hours. If you neglect to hand in these reports, you may be charged for previous damage done in your unit.

7.2 Residence Agreement

Once you have signed your Agreement Form, you have entered into a contract with Cambrian College. An Agreement Form must be signed prior to occupancy (see Appendix C).

Normal Termination of the Residence Agreement

At the end of the academic year, the student will:

- Vacate the unit within 48 hours of your last exam
- Present a unit for inspection that is as thoroughly clean as when it was first occupied.
- Lock your room and turn in your keys. Failure to comply with the checkout procedures may leave you liable to pay for damages others may commit after you leave. If the Residence Office is closed there is a drop off box located on the door by the mailboxes in the Laamanen Centre.

Termination of Residence Agreement by the Manager of Residence

The Residence Manager or designate reserves the right to terminate a Residence Agreement in the following situations:

- 1) When a student is suspended from the College because of inappropriate behaviour, poor academic performance or the inability to pay tuition fees.
- 2) When a student fails to pay Residence fees or behaves in a manner that is unacceptable to the Manager of Residence or the community standards set by the Residence Council. **NO REFUND OR CREDIT WILL BE GIVEN FOR THE BALANCE OF THE YEAR.**

Cancellation of a Residence Agreement by the Resident

If a resident withdraws from College, he/she must vacate his/her room within 48 hours. The resident is responsible for paying the balance of the current semester Residence Fees, unless the College finds a suitable resident to take their place in Residence. Regardless of such replacement, the College shall withhold a one (1) month Residence Withdrawal Fee. The unused balance of the Residence Fees will be refunded.

If a resident withdraws from residence but not from the College, NO REFUND will be given for the balance of the academic year, as indicated in the RESIDENCE AGREEMENT FORM.

7.3 Payment of Fees

Rent must be paid according to the fee payment schedule. Payment can be made at the Residence Office in the Laamanen Centre, in the Student Accounts and Registration Office or through your bank. Failure to pay fees by the specified deadline will be regarded as notice of the resident's withdrawal from Residence.

7.4 Fines

Residents are invoiced for fines they receive. The following is a list of fines commonly levied at Residence:

Unsafe/unhealthy/untidy common area = \$10/person

Garbage = \$25/person

Violation of Quiet Hours = \$50.00

Bottles in Residence = \$100.00

Drinking Outside of Prescribed Areas = \$150

Drinking During the Alcohol Ban = \$200

Underage Drinking = \$150

Smoking inside Residence = \$200

Year-end Cleaning & Repairs after exit = up to \$500 (depending on severity)

7.5 Move-Out Procedures

Keys must be returned to the office. If the office is not open at the time of your departure, you may leave the keys in the drop off box by the mailboxes in the Laamanen Centre. Please be advised that any items left behind will not be stored; they will be disposed of.

7.6 Forwarding Address

Please confirm your forwarding address on your student account so the Residence staff can re-direct your mail. Mail will be re-directed for a maximum of one month.

8.0 GENERAL INFORMATION

8.1 Rules

- Lock your room and unit when you leave
- Windows and screens must not be removed from their frames at any time
- Dropping, throwing or in any manner allowing objects to be ejected out of windows is prohibited.
- Water fights are not permitted in the Residence.
- Do not put any foreign articles down the toilet such as food, garbage, or feminine sanitary items.
- Do not make your own repairs. Please advise the Residence Office if any damages occur.
- No one, whether a resident or a visitor, may do or permit any act that will interfere with the rights, comfort, and convenience of other residents.
- The Supervisor, Residence Life reserves the right to reassign resident to other rooms if conflicts or other considerations so warrant.
- Residents are not permitted to engage in any commercial activity in Residence rooms or common areas.
- Please do not: cook in your bedroom; remove or relocate furniture from rooms or common areas; store any belongings outside your townhouse/dorm; play sports inside the courtyards.

8.2 Roommate Problems

Here are seven steps to being a successful roommate:

- Sit down in the first couple of days and discuss backgrounds and what you like or do not like.
- Set up a cleaning schedule.
- Find out about having visitors. Will your roommate(s) mind if you invite people over every third night to watch movies?
- Find out about lending and borrowing. Do you mind if your roommate eats your food? Borrows your deodorant? Shampoo? Soap?
- Keep communicating. When things get stressful, you need to know how to talk it out and approach each other.
- Spend some time together and share experiences
- Talk with your roommates. What makes them tick?

8.3 Room Changes

No room changes are permitted until the third week in the semester. All room changes must be approved through the Residence Office. Residents who request a room change during the year are charged a \$50 administration fee, payable prior to the move (provided the change can be accommodated).

APPENDIX A—DISCIPLINE APPEAL

Appeal Process

A Residence Appeals Committee is in place for those students who feel unfairly treated or unjustly assessed. It is not an opportunity for students to challenge the rules and regulations of Residence or challenge the penalty received for breaking the rules. It is an opportunity for a resident to discuss with his/her peers why the discipline was unjustified. All Residence Rules and Regulations must be followed.

A Committee of five (5) Resident Assistants, excluding those directly involved with the incident, will make up the Appeal Committee.

Appeal Guidelines

The following outlines the Residence Appeals process after a penalty has been served following an infraction.

1. Should the offending party disagree with the disciplinary action, he/she has 24 hours in which to submit a written request for an appeal (The request form may be picked up at the Residence Office) to the Residence Office. Residence Staff (Clerk, Coordinator or Supervisor) will forward the request to the Residence Manager. The Residence Manager will review the request for an appeal and decide whether the appeal will take place. Note: No frivolous or vexatious appeals will be considered. The written request for an appeal must outline why the offending party feels that they have been unfairly treated or unjustly assessed.
2. The Residence Manager will notify Residence Staff and the offending party of his/her decision. If an appeal is to take place, the Residence Coordinator will contact potential committee members and an Appeal Committee will be selected randomly upon availability. The Residence Coordinator will ensure that a chairperson is designated. The Resident Assistant(s) directly involved in the incident will not be on the Appeal Committee. The Residence Coordinator will schedule the time and location for the appeal based on the availability of the offending party and Appeal Committee. Note: the appeal will be heard as soon as logistically possible (usually within 48 hours from Manager's decision to grant the appeal).
3. On the scheduled day for the appeal, the Residence Life Supervisor will submit a report to the Appeal Committee outlining the infraction and the reasons for the penalty chosen.
4. At the appeal, the offending party will be given the opportunity to speak on his/her own behalf (closed proceedings) in front of the Appeal Committee. The Appeal Committee reserves the right to request any additional information needed to reach their decision. Note: The Appeal Committee is not required to answer any questions regarding the discipline decision; they are there to hear the appeal from the offending party and to make a recommendation to uphold or overturn the discipline decision.
5. After the offending party has spoken, the Appeal Committee will meet privately to review the appeal and recommend upholding or overturning the penalty chosen. The chair will have the deciding vote in the case of a tie. The Appeal Committee may make further recommendations based on their findings.
6. The recommendation to uphold or overturn the decision, any further recommendations, and a summary of the appeal will be forwarded in writing by the chairperson to the Residence Manager immediately following the appeal who will then make the final decision in writing within 48 hours. The Residence Manager will notify the offending party of his/her decision.
7. The decision of the Residence Manager (or designate) is final.
8. If the initial penalty was eviction, the resident (offending party) will have 24 hours to abide by the decision.

APPEAL REQUEST FORM

I, _____ choose to appeal the decision made by the Residence Life Supervisor concerning the incident that occurred on _____.

Reason for Appeal:

This document shall be considered a formal written notification of appeal on behalf of:

Signature of Plaintiff: _____

Date: _____

I agree to abide by the final decision of the Residence Manager.