

AUC Student Residences Community Guidelines

Policy Statement

The AUC Student Residences Community Guidelines describe the standard of behavior to which students living in the AUC Student Residences are held. It also outlines community rules. The Student Residences include twelve on-campus units and the near-campus apartments in Building 1 and studios in Building 2.

Reason for Policy/Purpose

The Office of Residential Life strives to create a safe and healthy environment conducive to learning and personal growth. We nurture this environment by encouraging and respecting the rights of the individual balanced against the rights and interests of the collective residential community. All residents and guests must conduct themselves in accordance with these guidelines and all AUC policies.

Who Approved This Policy

Dr. Deena Boraie
Vice President, Student Life

Who Needs to Know This Policy?

Student residents
Guests of residents
Parents of residents
Office of Residential Life professional and paraprofessional staff
Non-AUC visitors and groups

Web Address for this Policy

<https://www.aucegypt.edu/about/university-policies>

Contacts

Responsible University Official: Kim Jackson, Associate Vice President, Student Life

Responsible University Office: Vice President for Student Life

If you have any questions on the policy, you may:

1. Call Kim Jackson at X3869 or
 2. Send an e-mail to kjackson@aucegypt.edu
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Definitions

Terms	Definitions per this policy
Applicant	Any undergraduate, graduate or special program (Study Abroad, Arabic Language Institute, etc.) student who has applied for accommodation at the AUC Residences. Persons enrolled in the Center for Arabic Study Abroad (CASA) and School of Continuing Education (SCE) are not eligible to apply.
Resident	Applicants assigned a room at the AUC Residences for a full semester
Day Guest	Any non-resident inside the AUC Residences from 7:00am – 1:00am
Overnight Guest	Any non-resident inside the AUC Residences after 1:00am
No show	Students who fail to check in to the AUC Residences by the first day of the third week of classes. No shows forfeit their room and the \$100 administrative fee.
Withdrawal	Request from the resident or applicant to withdraw his/her application or contract to reside at the AUC Residences
Host	Any resident who registers a day guest or an overnight guest. A host must accompany the guest at all times.

AUC Student Residences Guidelines

AUC believes that the experience of living with other students has an educational importance that should parallel and enhance each student's academic and personal development. For students to truly learn from this experience, they must demonstrate respect for the rights of other members of the community in which they live. All residents and guests must conduct themselves in accordance with these Guidelines, the Student Residences Contract, the Code of Student Conduct all AUC Policies.

I. Room Assignments. The Student Residences contract guarantees university housing to the student, but it does not guarantee a specific room assignment that may be requested by the student. The Office of Residential Life reserves the right to enforce an administrative move if continued residency by the student at the existing location is determined by the Director of Residential Life to be detrimental to any part of the University or nearby university community.

The University reserves the right to assign roommates, to consolidate vacancies, to change room assignments for reasons of health, safety, incompatibility or other conditions seriously affecting

the general welfare of the residents involved, and to make room assignments wherever there are vacancies. Students are not permitted to reside in common areas, attics, or basements unless such areas are designated as bedrooms by the Office of Residential Life.

a. Room Changes. Room changes are allowed in the second week of classes. Students may request a room change by filling out a Room Change Request form and submitting it to the Office of Residential Life during the second week of the semester ONLY. Once students have signed and submitted the form, they cannot move until they receive permission from the Office of Residential Life. Students are required to change rooms within 48 hours of approval from Residential Life. Room changes will not be granted from single-occupancy residence hall rooms to entirely empty double-occupancy or other single-occupancy residence hall rooms.

Unauthorized room changes and exchanges may result in disciplinary action. Each person involved may be required to return to their original assignment and may be subject to charges of violations of the Code of Student Conduct.

II. Guests. Residents are allowed to host a maximum of two (2) guests in their room at any one time. Guests must sign in and sign out at the security desk, remain in the company of their host(s) at all times and abide by all AUC policies. Guests are required to properly identify themselves upon request by a University official. A guest's failure to identify themselves or depart student residences when directed to do so by a university official may result in a loss of visitation privileges for that individual. Violations of the guest policy may result in the loss of guest privileges and/or a student conduct violation. Guests may not remain overnight without 24-hour registration and approval.

a. Overnight Guests. Residents must register their overnight guests 24 hours ahead of time by submitting the Overnight Guest Registration Form to the Office of Residential Life. Overnight guests, including family members, are not permitted during the first two weeks of classes, the last two weeks of classes or during finals. Guests may not remain in the student residences for more than three consecutive nights. Residents are expected to respect the rights of their roommates or apartment mates whenever guests are present. Each resident is allotted five non-consecutive nights per semester. Overnight guests must be at least 18 years old.

III. Noise. Everyone at AUC has a different schedule for studying, sleeping, and socializing. All residents must understand that the right of students to study and sleep takes precedence over the right of students to make noise. Noise should be kept within reasonable levels at all times, and special care should be taken to contain noise within your room or apartment during evening and night hours. Residents should make an effort to communicate with floor mates or neighbors about upcoming events. Residents who repeatedly disturb floor mates or neighbors with excessive noise will be charged under the provisions of the Code of Student Conduct that states "the persistent interruption of a reasonable level of peace and quiet is also a violation." Repeated offenses will result in more serious consequences, including an administratively initiated move to another Student Residence assignment.

IV. Quiet Hours. One of the goals of Residential Life is to provide an atmosphere that is conducive to study and rest. When "Quiet Hours" are in effect, all noise should be kept at a minimal level and not be heard outside the room or apartment. Student Residence Quiet Hours are Sunday – Saturday: 10 p.m. – 8 a.m.

At all other times, students are expected to observe "Courtesy Hours" and be mindful to ensure that noise levels do not interfere with or negatively impact other students or the Student

Residence community. Courtesy hours are 24 hours a day, 7 days a week. If another person asks you to control the noise level in and around your residence, you are expected to comply with the request.

During final exam periods “Quiet Hours” are in effect 24-hours. Beginning at 11:59 p.m. on the last day of classes through the last day of finals, twenty-four hour “Quiet Hours” are in effect in all residences.

V. Social Gatherings. The University supports students having social gatherings in their residence as long as these gatherings do not create a disturbance to other members of their community. Students hosting a party in their room or apartment should always consult with floor mates and neighbors when planning the event. When residents host a gathering, they will be held accountable for the actions of their guests. If guest activity causes any harm to persons or property, both the responsible person(s) and the hosts may be held financially responsible.

Hosts are expected to be cognizant of noise being generated from their event, and act appropriately in accordance with community expectations. Upon receiving a noise complaint, the on-duty Resident Officer will go to the gathering and inform the hosts of the problem. If residents and/or guests fail to respond appropriately to a complaint about excessive noise and a second visit is made, the event will be shut down and the hosts will be referred to the Office of Student Conduct and Community Relations. Repeated offenses of any of the above community standards may result in more serious consequences, including an administratively initiated move to another residential unit or expulsion.

VI. Pets. Pets are not permitted in any student residence. This encompasses all types of pets, including small animals and fish. Students and their roommates who have a pet or animal found in their residence are subject to disciplinary action, including suspension. Regular follow up visits will be made to ensure the animal has been removed.

a. Service pets. Students who, because of a disability, seek approval for a support or assistance animal must request a reasonable accommodation through Student Disability Services office, located in the Center for Student Well-being. This is a formal process that requires appropriate supporting documentation, including certification of the service pet. A determination is made regarding whether it is reasonable for the animal to be on campus. Students must not bring the emotional support animal to campus until they have received approval from Student Disability Services, Residential Life and roommate agreement. The University reserves the right to withhold its approval at any time. Any student who has an animal in residence prior to approval is subject judicial action. For policies regarding service animals, contact Student Disability Services.

VII. Access and Identification. Residents are required to scan their own student identification card (SID) to enter and exit the Student Residences. Residents are prohibited from sharing SIDs or giving key access to another person. The Office of Residential Life will not under any circumstances key anyone into a room not assigned to him/her. Residents are prohibited from entering another resident’s room when he/she is not present.

Residents must present their SID without argument upon request from Residential Life staff or other University official.

a. Unlawful entry – gaining access to the Student Residences on-campus by climbing the perimeter fence is considered unlawful entry and will be report to the Office of Student Conduct and Community Relations.

VIII. Lockouts. On weekdays (Sunday to Thursday) during the Office of Residential Life business hours (8:30 a.m. to 4:00 p.m.), all students can retrieve spare keys from the Office. Spare keys must be returned to the Office of Residential Life within 24 hours. Spare keys not returned by the close of business to the Office of Residential Life will result in a charge for the cost of replacing the key. On duty Resident Officers or Assistants will handle lockouts after business hours and on weekends.

IX. Facilities. Students and guests are not permitted to alter the appearance of a residence's exterior (including balconies) with flags, signs, satellite equipment, or any other appendage unless it is pre-approved by the Office of Residential Life and installed by Facilities. All corridors, entrances, and exits must be kept clear to provide a safe means of exit in case of an emergency and to facilitate cleaning. Any items found in hallways, lounges and entranceways (e.g., bikes, shoes, clothing, furniture) will be collected and discarded.

X. Doors. Doors within the Student Residences play a primary role in safety by preventing access from intruders and by enhancing the building's fire and smoke control capabilities. Propping open corridor or stairway fire doors or exterior doors, opening a secured outside door of a residential unit to allow access to an unknown non-resident, forcing open a secured door, and tampering with door locks are prohibited.

Room doors must be closed and locked when the room is unoccupied or when occupants are sleeping. Residents should not interfere with the function of locks at any time.

XI. Windows. Exiting or entering through windows is prohibited. Window screens are considered permanent fixtures and should not be removed for any reason other than an emergency. At no time should anything be hung, mounted, or placed on the outside of a window. Window locks, as well as window stops (where provided) should be used whenever possible.

XII. Tobacco Free Policy. AUC is a smoke free campus. This includes the AUC Student Residences. Students who violate the smoking policy will be fined, and charged with violating the Code of Student Conduct.

XIII. Safety and Security. Residents planning to leave the AUC Residences for more than 72 consecutive hours must complete an Away Notice form with their Resident Officer. The Missing Student Notification Policy will apply in cases of residents being unreachable for more than 72 hours.

For your own safety and security reasons, the Office of Residential Life strongly recommends residents return to their assigned living quarters before 1 a.m. (Safety Hour).

a. Medical Safety. Residents with medical conditions, whether physical or psychological, that may impact their experience in the AUC Residences, should inform the Center for Student Wellbeing or the Medical Services Department of their condition in order to ensure their safety, the safety of all residents and appropriate medical assistance. The Office of Residential Life, in consultation with affiliate offices, will utilize its resources to assist residents with disclosed and diagnosed medical needs. Residents withholding medical needs from the Office of Residential Life do so at their own risk and liability.

b. Fire and life safety. All University-owned housing has fire and life safety equipment. It is there to protect you and your neighbors. The only way it can work is if you leave it alone and report any problems to x4270. In the event of a fire alarm activation, you must evacuate the building by the closest exit and call x4270 to report the details of the incident. Emergency exit doors must be clear at all times.

Do not cover, move/relocate, or in any way tamper with smoke detectors, carbon monoxide detectors, pull stations, horn/strobe devices, sprinkler heads or pipes, or fire extinguishers. Tampering with fire life safety equipment or possession of explosives, ammunition, incendiary devices and fireworks is strictly prohibited.

XIV. COVID-19 and Public Health Policy. As an occupant in the Student Residences during the COVID-19 pandemic, your residential experience will likely be impacted as the University continues to make public health-informed decisions. All mitigation efforts and guidelines in handling this public health crisis established by the University, from time to time, are incorporated into your housing contract and Code of Student Conduct. You must abide by all such safety and security guidelines as directed by the University in a reasonable manner.

Forms/Instructions

All relevant forms, lists and reports are available from the Office of Residential Life

Related Information

Student Code of Conduct

History/Revision Dates

Origination Date: July 1, 2020
Last Amended Date:
Next Review Date: July 1, 2021