Community Responsibility

Illinois College believes that living on campus is an important aspect of a private, liberal arts education. Studies have shown that students who live on campus are more involved and have a higher retention rate.

It is the policy of Illinois College and the Office of Residential Life that students share in the responsibility of setting and maintaining a studious and respectful environment in the campus residence halls and apartments. Resident students are entitled to an atmosphere that facilitates personal growth and encourages the pursuit of academic endeavors. Each student shares in the effort to maintain a high quality of residential life. Students should at all times exercise self-discipline and should consider and respect the rights and privileges of others.

Students are responsible for what goes on in their room, what is in their room and the guests in their room. It is a privilege to be a part of the Illinois College residential community and to be a part of this institution. Any behavior which detracts from the image or reputation of Illinois College will not be tolerated and may result in judicial action.

Housing Policy/Agreement

Housing Policy

Living on campus contributes to the academic success of students and creates opportunities to develop lasting friendships. To increase our students’ academic success and foster a strong sense of community, the College requires all students who begin a fall semester with fewer than 88 credit hours to live on campus for the entire academic year. The College charges the full room and board cost to the accounts of those students. Students receiving the Trustee Scholarship are required by the terms of their scholarship to live on campus. Illinois College will attempt to make any arrangements necessary within our ability to comply with all special needs housing in compliance with the American Disabilities Act standards.
Any returning student who wishes to request an exception to the housing policy must file a housing exception form with the Office of Residential Life no later than March 15 in order for the request to be heard before room selection begins. The College normally approves such requests if a student 1) will be living with his/her parent(s) or legal guardian(s) within the boundaries of the Jacksonville school district; 2) is married; 3) is living with or providing direct care for dependent children; or 4) is a veteran or active service member.

If a student with fewer than 88 credits seeks to live off-campus for another reason, the student should provide evidence documenting the need to live off-campus. Approvals of requests for reasons other than those listed above are unusual, but are considered on a case-by-case basis. Students with 88 credits or more are not required to submit housing exception forms.

Housing exception forms can be found on Connect2 for returning students. New students may request a form through the Office of Admission.

On-Campus Housing Terms and Conditions

1. General Terms and Conditions

a. Full-time status (at least 12 credits) is required to be eligible to live in the residence halls. Students who fall below full time at any point in the semester must receive the approval of the Office of Residential Life in order to remain living on campus. Students who are in their final semester and only taking courses required to complete their degree may live on campus as part-time students.

b. The student will use the premises solely for residential and educational purposes of Illinois College. No student is permitted to operate a business from their residential location using IC resources.

c. Residents are expected to exercise reasonable care in the use of the facilities in the residence halls in keeping with health, safety and maintenance standards and to know and follow Illinois College policies whether the policies are in effect now or are later enacted.

d. The College reserves the right to make room assignments, to authorize or deny room and roommate changes, to consolidate vacancies and to require a student to move from one room or residence hall to another.

e. Room assignments will normally be made on the basis of two residents per room in the residence halls. However, if there is a need, additional residents may be assigned to larger rooms, which the College reserves the right to do. A student may also be assigned to a temporary space. Students assigned to temporary spaces will be reassigned to double occupancy rooms as they come available.

f. Unless a student requests an extension of the arrival period in writing through the Office of Residential Life, Illinois College is not obligated to hold a room assignment past 12 noon on the first day of classes. If a resident does not check in prior to 12 noon on the first day of classes and later requests an assignment, the resident may be relocated from the original assignment.

g. Requests for changes to room assignments may be made in writing to the Office of Residential Life after the 10th day of classes each semester. If the request is due to a roommate/floormate conflict, the students involved will be expected to participate in conflict mediation sessions before any move can take place. Mutual requests for room switches are still subject to approval by the Office of Residential Life. A student who makes an unauthorized rooms change may be required to return to the original room and may be assessed a fine for an unauthorized room change.

h. The College may alter the specific room assignments, if deemed necessary, during the assignment process.

i. All contracts are for double-occupancy accommodations unless otherwise noted. If space allows, a resident who does not have a roommate may have the option of reserving the room as a single. Additional rates will apply for single rooms. Students in this situation (whether by choice or by circumstance) are expected to consolidate with another student if they wish to avoid the additional single room fee.

j. In order to practice the commitment to tolerance and respect set forth in the College's Affirmation of Community Responsibility, it is the policy of the College to assign roommates without regard to race, color, national origin, sexual orientation, religion or disability and not to make changes to room assignments due to reasons that are discriminatory.

2. Room Assignment Cancellation

a. When a student signs a room and board contract, that contract covers the entire academic year.

:: If an enrolled student chooses to move off campus within a contract period, either mid-semester or
between semesters, the student does not receive a refund for the room or board charges.
:: If a student withdraws from the College in the middle of the semester the student will receive a prorated refund for board charges. Room charges are not refunded. Students with room assignments in the fall semester who are not enrolled for classes for the spring semester are not assessed room and board charges for the spring semester. Upon a cancellation, a student has 24 hours to move off campus and must leave the assigned room, its furnishings and the bathroom in good condition and repair.
:: Upon withdrawal from the College, any room reservation for the upcoming academic year is cancelled.

b. The College assesses a penalty on students who reserve a room on campus and subsequently cancel their housing contract. Reserving a room makes it unavailable for other students choosing later. Cancelling a housing contract after reserving a room does a disservice to other students and does not meet the College’s standards for community responsibility.

:: Students who reserve a room and then choose to break their housing contract (whether they have at least 88 credits prior to the housing contract period or an approved housing exception) should submit a contract cancellation form (available on Connect2) to the Office of Residential Life. The College assesses this penalty because of the disservice to other students. If the student submits the form no later than June 30, the penalty for breaking the contract is $1,000.

:: Students who reserve a room and submit a contract cancellation form after June 30 leave the College with few opportunities to assign the room to other students. The College therefore charges a student who chooses to break his or her contract after this date the full cost of the reserved room.

**Returning Student Room Assignments**

Returning students wishing to live on campus must submit a housing contract before any room assignment can be made.

There are designated times/days in the spring semester for returning students to reserve on-campus housing for the following academic year. The Office of Residential Life will not guarantee a student’s request for a double room as a single and the student may be assigned a roommate.

Exclusion from housing may be made if a student has demonstrated a lack of respect and responsibility for the policies of Illinois College and the residential life program. The College reserves the right to make whatever accommodation reassignments or adjustments that are deemed necessary by the director of residential life.

**Room Changes**

The Office of Residential Life wants students to be happy with their room and their roommates and does not try to block any reasonable request for a room change. However, students may be required to participate in conflict mediation with a residential life staff member prior to any room changes. Students are expected to make a reasonable attempt to resolve any roommate conflicts before changing rooms. Multiple room changes within a given year are discouraged. The Office of Residential Life must approve all moves before the change occurs.

**Single Rooms**

Physical singles are available in several of the buildings for an additional charge. These rooms are typically reserved by returning students.

There is an additional charge for students occupying a double room designated as a single, “designated singles”. These rooms are not guaranteed. When they are open to the general student body, they are assigned by seniority.

**Summer Housing**

Each summer a building is assigned as summer housing. Any current IC student may request to live in summer housing as long as they are fulfilling academic requirements, taking classes, have an academic internship, working for an office on campus or for other reasons approved by the Office of Residential Life. Space in summer housing is not guaranteed and is filled on a first come, first served basis. Preference is given to students who have reserved a room on campus for the following fall semester. Summer housing information and rates become available in April. Students must sign a summer housing agreement form prior to receiving a summer housing assignment. All College policies and procedures are also applicable to students in summer housing.
Upon closing in May, students transitioning to summer housing have the option to move all their items into their summer assignment prior to leaving campus. Summer housing ends at the end of July, at which time all students must check out of the room. If requested, students in summer housing can move their belongings into their permanent fall room assignment until the semester begins. These students will pay housing costs during August based on their individual situation. Additional fees will be assessed for the storage of items before or after a student’s residence in summer housing.

**General Housing Information**

**Abandoned Property**
Any student owned property must be removed at the time of check-out. At the discretion of the College, items left behind valued at less than $50 will be disposed of or donated to a local charity. Items with a value of $50 or more will be held for three days. At the end of three days those items will also be disposed of or donated.

**Air Conditioning**
The campus-owned houses, College Avenue Apartments, Crampton Hall, Gardner Hall, Greene Hall, Lincoln Hall and Mundinger Hall, are air-conditioned, along with specific rooms in Ellis Hall, Pixley Hall and Turner Hall. Students who require air conditioning for health reasons will be assigned to an air-conditioned space. This option must be requested on the housing application and requires a doctor's note. If no doctor’s note is provided, the Office of Residential Life cannot guarantee that a student will receive an air-conditioned room. Students in rooms without air-conditioning receive a discount on the cost of the room.

**Appliances**
Resident students may supply a refrigerator and microwave for their room. Refrigerators must conform to the size of 4 cu. ft. maximum. Microwaves must not consume more than 700 watts. Other appliances used for the cooking of foods that contain open heating elements are prohibited. Malfunctioning residence hall equipment such as washers, dryers, telephones, vending machines, etc., should be reported to the residential life staff.

**Athletic Equipment and Activities**
Athletic equipment is to be used only in areas specifically meant for the equipment. Corridors, lounges and rooms are not to be used as basketball courts, football fields, etc. Nonmotorized bicycles can be stored in student rooms. Bicycles left unattended anywhere in the residence halls other than in students’ rooms will be confiscated. Bicycles are not to be ridden in the residence halls.

**Balconies**
The College Avenue Apartment balconies are not to be used to place College-owned furniture. Balconies, decks and porches are also considered to be public areas; therefore, consumption of alcohol on them is prohibited. No grilling is permitted on balconies. No more than four people are permitted on the College Avenue Apartment balconies at the same time.

**Break Closing**
Residence halls are closed during Thanksgiving, spring and semester breaks. Information about closings will be given to all residence hall students approximately two to three weeks prior to each break period.

All students not staying on campus must complete the Closing Checklist before they leave for break and tape the list to their room door. For health and safety reasons, residential life staff will enter each room when the residents have left to verify that the checklist is complete. If rooms are not in compliance, staff will take necessary action, at their discretion, and fines may be warranted.
Break Housing

Breaks provide an opportunity for students to relax or participate in activities that enrich their campus and personal experiences. Students are encouraged to leave campus to reenergize and prepare for the remainder of the academic year. It is for this reason that the halls are closed which means that they are not staffed. The cafeteria is also closed during this time.

However, we understand that some students live at a distance that does not make it feasible to go home during shorter breaks or to leave and return to campus on the exact day that the residence halls close and reopen and so the College wants to provide assistance to you. Therefore, students whose home address (as recorded with the College) is 500 miles or more away from campus are eligible to stay in campus housing during break periods when the residence halls are closed for a fee of $15 per night. These eligible students must notify the Office of Residential Life (ORL) of their intent to stay by the announced deadline for each break period. Notifying the ORL after the deadline will result in a late notification fee of $25.

Students whose recorded home address is within a 500 mile radius from campus are not eligible to stay on campus during break periods, unless they are a member of a group or sports team that is required to be on campus or an authorized student worker in a department on campus. The advisor/coach/supervisor of those designated students must receive authorization from the Office of Business Affairs in order for the ORL to house these students. Athletic teams who practice or play during breaks, resident assistants and Connections Leaders would be examples of students who would have specific reason to allow to stay during breaks. Upon business office approval, the advisor/coach/supervisor should notify the ORL of their need to stay on campus during a break period. Other students within this radius can request permission from the ORL to stay for extenuating circumstances. However, they would also be expected to pay the $15 per night fee (and late notification fee, if applicable).

Break periods for these purposes are defined as Thanksgiving, winter and spring break according to the dates published on the academic calendar. Any exceptions need to be approved by the ORL.

Check-in and Checkout

Each resident must officially check into his/her residence hall with the appropriate residential life staff member. At check-in, students will be given a Room Condition Inventory to evaluate the condition of their room. Students are advised to review this form and be as specific as possible about the room’s condition. Early check-ins are generally not allowed. Fees for checking in early may be assessed in certain situations.

There are two checkout options: regular checkout or express checkout. The regular checkout process involves going over the condition of the room with a staff member and returning keys. For express checkout, the student completes a form, leaves their keys and agrees to abide by the residential life staff assessment of the room at a later date. Students not properly checking out of their residence hall room may be assessed a fine.

Upon checkout, a room must be left in the same condition it was received. If the room is left in unsatisfactory condition, the resident will be billed for restoration charges. The Office of Residential Life and the Office of Facilities Management will assess restoration charges. (See Damages)

Computer Network Access

Each hall is fully equipped to handle computers and have Ethernet and/or wireless internet access available. To access the internet via Ethernet, students will need an Ethernet cable. The IC network is monitored by a Network Access Control Unit (NAC). NAC is an approach to computer network security that attempts to prevent network infections and vulnerabilities by ensuring end users’ computers are protected against viruses and host intrusion, as well as adherence to network policies prior to gaining network access. NAC will not allow access to the network without current and updated Antivirus and Spyware protection. Windows updates must also be current and file sharing software is blocked by NAC.

Damages

The Office of Residential Life expects its residents to maintain their rooms and assume responsibility, whether present or not, for the use and care of their rooms and furnishings supplied by the College. Students who are identified as being responsible for damages of residence hall furnishings, structures or equipment will be charged by the College for the labor, materials and administrative
costs necessary to complete the repair. The Office of Residential Life endorses the following policy regarding damage in the residence halls:

:: Any damage, which is the result of accidental or deliberate actions of an individual or group, is the responsibility of the person(s) rather than the resident population as a whole. Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will be charged with the cost of the damage in addition to any appropriate sanctions determined by the administration.

:: When deliberate or accidental damage cannot be assigned to an individual or group, all residents of the appropriate residence unit (building or floor) will share the burden of repair costs.

In order to avoid unnecessary billing, all residents have the responsibility to:

:: Confront other residents or guests participating in destructive or inappropriate behavior to reduce the occurrence of senseless vandalism.

:: Speak up. When destructive or inappropriate behavior is observed, the residential life staff should be notified immediately. In most incidents of vandalism, there are individuals who have observed the actual incident or know someone who did. Residents should not tolerate others who choose to allow the group to suffer for their actions.

Emergency Exits
Stairways, corridors and doors are emergency exits and objects of any type cannot be kept in these areas at any time. Any objects left in these areas will be confiscated at the owner’s risk and expense.

Entry and Search
Authorized College employees may enter and search a student room when the employee has probable cause and believes such an entry is necessary to protect the health, safety or welfare of a person(s), to uphold community standards or to perform reasonable custodial, maintenance and repair service. This includes entry to ensure compliance with College policies and any other action that does not comply with federal, state or local laws. Failure to comply with requests made by the employee in pursuit of their responsibilities subjects an individual to disciplinary action. When there is a lack of compliance or if a more extensive search is warranted, then administrative approval can be granted by the director of security, director of residential life or the dean of students.

Fire Equipment
Fire hoses, extinguishers and alarms are to be used only in case of fire. (Residential life staff may use the alarms for drills.) Tampering with fire equipment constitutes a serious breach of Illinois College policy and is a violation of the laws of the State of Illinois

Fire Evacuation
All students are to leave the building in a quick and orderly manner when a fire alarm is activated. In the case of nonscheduled fire drills, residential life staff will attempt to inform students but will not go to every room in order to ensure safety. Students must therefore evacuate at the sound of every alarm. Only during scheduled fire drills will the residential life staff enter student rooms to ensure the hall is vacated. Failure to vacate during a fire alarm can result in judicial action.

Fire Hazards
Because of possible fire damage, candles, incense, halogen lamps or any other device with an open flame or heating element are not allowed in the halls. In addition, gasoline operated machinery such as motorcycles and mopeds, and any other type of combustible items including live Christmas trees and wreaths are not allowed in the residence halls.

Fireworks
The possession of fireworks of any kind on campus is prohibited.

Furnishings
Every student room is equipped with a bed, desk, desk chair, dresser and closet space. All furnishings in residence hall rooms and common areas must be kept in their original room location. Moving charges will be assessed if staff needs to return original furniture to a room.

Guests
Illinois College defines a guest as any person visiting a residence hall or room to which they are not assigned. Each resident is directly responsible and will be held accountable for the actions of any of his/her guest(s).
All guests must be escorted at all times. The residents of each hall have priority use of all facilities of that hall and guests are subject to the regulations of that hall. Prospective student guests must also be registered with the Office of Admission. Campus hosts/hostesses are responsible for their guests during their stay on campus. All guests are subject to regular College and residence hall regulations. Any guest staying for more than two nights or any time outside of visitation hours must be approved by the Office of Residential Life.

Health and Safety Inspections
Health and safety inspections may be held throughout the school year. Authorized College employees perform these inspections. Notices of inspections will be posted at least 24 hours in advance. Scheduled health and safety checks are completed when the residence halls close for academic breaks.

Insubordination/Abuse
Insubordination/abuse to staff members, including failure to follow reasonable instructions, will result in disciplinary action.

Keys/IDs
Residents are assigned a mailbox and room key when they check in to their residence hall. Depending on where they live, residents are also either assigned an exterior door key or given access on their student ID card. Only building residents and authorized staff are permitted to have such keys. Altering a door lock or having additional keys made is prohibited. Due to safety and security concerns, all lost/stolen keys or ID cards must be reported to the residential life staff immediately. They will be replaced at the resident’s expense. If deemed necessary for security reasons, locks will also be replaced at the resident’s expense.

Kitchenette
Each residential area, except for Turner Hall and Crampton Hall, has an assigned kitchen facility. Students are to adhere to safety procedures and clean up after use.

Laundry
Each hall has a laundry facility for use by the residents of that hall. These facilities are free of charge. You should not leave your items unattended. Nonresidents found to be using the laundry facilities may be charged for their use.

Locking Doors
The outer doors to the residence halls are locked 24 hours a day, seven days a week. Students may not prop open a locked door at any time. Propping locked doors open poses a security and safety threat for all residents. All residents are responsible for taking reasonable measures to protect their own person and property and also that of their roommate(s), by routinely locking their room door, retaining their assigned key/ID and supporting and cooperating with efforts of the residential life staff and security personnel to provide a safe and secure residence hall community.

Lofts/Wooden Structures
Lofts are available for use in Ellis Hall, Fayerweather House, Gardner Hall, Lincoln Hall and Turner Hall only. They can be rented through the Office of Residential Life at an additional cost. Students are not permitted to build lofts or use any other wooden structure or cinder blocks to raise their beds. Plastic bed risers are permitted.

Modification/Personalization of Student Rooms
Students may change the arrangement of their rooms to suit their needs as long as upon checkout the room is left as it was found. Screens may not be removed from residence hall room windows. No painting is to be done to windows, walls, ceilings or floors.

Students are encouraged to bring items from home to give their room a more personal feel. Students are discouraged from making holes in the walls. Students should use a variety of adhesives in order to hang pictures and posters.

Off-campus Living
See Housing Policy/Agreement.

Pets
There can be no pets in residence hall rooms except fish in a 20-gallon tank or less. Possession of any other pets will result in fines and possible confiscation of the animal(s). The College is not responsible for fish left unattended over breaks.

Quiet and Courtesy Hours
To insure an atmosphere which is conducive to studying and comfortable community living, students may not
cause disruptive noise. Any noise, inside or outside of the hall, which disturbs other residents (regardless of day or time) is a violation of 24-hour courtesy hours. Quiet hours are from 10 p.m. to 10 a.m., Sunday through Thursday, and from 12 midnight to 10 a.m. on Friday and Saturday. Mandatory 24-hour quiet hours occur during the final exam periods.

**Signs, Posters and Flyers**

Signs, posters and flyers are to be posted on bulletin boards available in the halls. Approval to post any materials needs to be gained from the Office of Residential Life prior to posting.

**Summer Storage**

Limited summer storage is available for students residing 500 miles or more from campus on a first come, first served basis for a fee of $30 per month and is managed by the director of campus security. Information about summer storage and the summer storage agreement form is available in April. Questions about summer storage should be directed to the director of campus security.

**Telephones**

Most students arrive on campus with student owned cell phones. Please provide the cell phone number at check in or through Connect2 so the College can contact you.

Telephone service is available in each residence hall room on request at no extra cost to the students. Phones are not provided in rooms. If you require a telephone, you will be assigned an IC phone number and voicemail box. All voicemail boxes should be set up by the 10th day of classes. If the voicemail box is not set up by that date, phone service will be discontinued.

A phone number (either cell or residence hall) will be listed in the directory and is one of the official ways the College will contact you. The other official way is with your campus email address.

**Theft**

Any incident of theft will be referred to campus security and is viewed as a serious breach of community standards.

**Trash/Recycling/Cleanliness**

Residents must clean their rooms regularly, remove trash and maintain reasonable sanitation and safety standards.

Students living in the campus-owned houses (except Fayerweather), and the College Avenue Apartments are responsible for cleaning their kitchens, bathrooms and common areas. Residents of Greene Hall and Lincoln Hall are responsible for cleaning their bathrooms. No trash may be placed in lounges, hallways, stairwells, closets, bathrooms or on balconies. Residents must keep trash in their own rooms and empty it into designated trash receptacles. Nothing may be thrown from windows, doors and/or balconies.

Recycling containers are placed in the campus residential halls. They are usually in laundry rooms and/or hallways and are easily accessible to students. Containers are also located throughout the academic buildings. Everyone at Illinois College is encouraged to use the recycling service.

**Unauthorized Entry**

Unauthorized entry into a residence hall is strictly prohibited. Allowing anyone other than your guest’s entry is prohibited.

**Use of Roof**

Students are not allowed on the roofs of any residence hall.

**Visitation Hours**

Visitation hours are from 8 a.m. until 12 midnight, Monday through Thursday, with 24-hour guest visitation from 8 a.m. Friday until 12 midnight Sunday. All guests must be approved by your roommate(s). (For the College’s definition of guest, please see the Guest section.)

**Windows**

No items are to be thrown out of or into windows and no student should ever sit on a window ledge or hang out of a window. Tampering with windows or screens may result in damage fines.