



Student Handbook

Residence Life

Section 3.1: General Information

3.1.1 Welcome

Benedictine University (the “University”) maintains and operates residence halls and apartments as an integral part of academic life. Through the various Student Life initiatives we strive to help you to grow richer in spirit and larger in impact through opportunities that turn individual interest into personal achievement.

Student Life dedicates itself to the education of the whole person by providing opportunities and experiences that endeavor to support academic and personal goals, as expressed through the core principles of community, diversity, leadership and faith.

You are joining a community where these initiatives inform the basis of the Residence Life’s programming and services. The programming and services offered are centered on providing students a campus living and learning experience reflective of our Benedictine values: inclusive, service-focused, experience-driven and rich in the development of relationships that students will share throughout their time at the University to prepare them to make a lasting impact as purposeful and engaged citizens of their communities and the world.

It is your responsibility to become familiar with the resident policies and procedures set forth in the Residence Life Handbook, as well as the Student Code of Conduct and Student Handbook. The Residence Life staff is available to assist you with interpreting the various policies enclosed in the Residence Life Handbook, learning about your new surroundings, and becoming an active community member on campus.

Best wishes for a successful and meaningful academic year.
Residence Life

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3.1.2 Residence Life Statement

The Residence Life staff is dedicated to and responsible for fostering a living environment that seeks to promote and support the University's Missions, priorities, and values. The residential community serves to embody the Benedictine hallmarks and traditions.

On-campus living provides an opportunity for students to combine academic life with social development. Students must establish and test their own values, develop social skills, determine priorities and learn to organize their time. Daily living with others encourages the development of a cooperative attitude, respect for individual rights and a sense of group responsibility.

As a result, on-campus living helps develop diverse communities which meet the needs of its members both individually and collectively facilitate the cultivation of attitudes and skills necessary to progress toward the realization of those conditions which make up a healthy community.

Scope and Responsibilities of the office:

- Support students generally in their academic pursuits.
- Guide students in developing healthy life skills (i.e., conflict resolution, commitment to community, welcoming diversity and leading with purpose, etc.).

- Provide opportunities that will assist residents in becoming acclimated to living in a community setting.
- Provide co-curricular programs that support academic success, the core principles, wellness and the development of life skills.
- Engage in appropriate and timely responses to circumstances that are deemed critical in nature.
- Educate students about the Student Code of Conduct and the importance of being accountable for their behavior.

Learning Outcomes - Services offered in support of your education:

- Through various programs residents will learn that collaboration and working together in community promotes success.
- Through the on-going development of various life skills, students will learn that civility among community members is paramount to personal growth and the healthy development of the community.
- Opportunities will be provided for students to develop their leadership skills.

3.1.3 Residence Life Staff

Residence Life Team

The Residence Life team consists of professional staff, Head Residents, and Resident Assistants under the division of Student Life. Collectively, the team is tasked with helping to ensure that facilities receive proper attention and community building initiatives to enrich the student residential experience.

Resident Assistants (RAs)

Resident Assistants are student leader staff members responsible for building community for the residents, keeping residents informed on department and campus wide events and procedures, confronting policy and documenting policy violations, mediating roommate issues and participating in nightly duties to ensure safety and security in campus housing.

Coordinator

The Coordinator is a professional live-on staff member who plays an integral role at the University and is responsible for all aspects of student staff including the selection process, recruitment training and supervision. The designated staff member is responsible for the training, development, oversight and mentorship of the Head Resident and Resident Assistant staff in all of the University's residential communities and leads the conduct process for the department.

Director

The Director leads the department and ensures that the Student Life's Mission is carried out. The designated staff is responsible for the operations of campus housing administration, occupancy management, departmental initiatives and strategic planning. In this role, the Director is also involved in assisting with resolving a variety of student issues, conduct and contract management.

3.1.4 Housing Options & Spaces

The University serves as a second home to more than 600 students, occupying nine residence halls.

Jaeger

Jaeger Hall is an all-female residence hall with a capacity 145 students located adjacent to the Krasa Student Center. The residence hall offers traditional dorm-style living arrangements double and single occupancy living options on four floors. Amenities include five computer terminals, an entertainment lounge, washers and dryers on the lower level and community bathrooms on each floor. Rooms are tiled and measures approximately 11 by 15 feet, and can accommodate a 90-by-60 inch rug. Furniture includes twin XL-size bunk-able beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. Jaeger is equipped with 24-hour surveillance and a resident assistant on each floor to ensure the safety of students.

Ondrak

Ondrak Hall is an all-male residence hall with a capacity of 190 students located on the south end of campus. The residence hall offers traditional dorm-style living arrangements double and single occupancy living options on three floors. Amenities include five computer terminals, an entertainment lounge, washer and dryers on the lower level, and community bathrooms on each floor. Rooms are carpeted and measure approximately at 11 by 14 feet. Furniture includes twin XL-size bunk-able beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. Ondrak is equipped with 24-hour surveillance and a resident assistant located on each floor to ensure the safety of students.

Founders' Woods (Lisle)

Founders is a co-ed living community with a capacity of 275 students located on the western edge of campus. Units are assigned by gender and features one-, two- and four-bedroom apartment-style living options. Founders' Woods consists of seven individual Residential Halls: Anderson, Becker, Kucera, Roman North, Roman South, Thomas, and Valentine. Units range from 447 to 1,190 square feet and fully furnished. Furnishings include a full kitchen, microwave, dishwasher, full size bed, desk and chair, and in unit washer and dryer.

3.1.4 Housing Options & Spaces (cont.)

Alhambra (Mesa)

This recently renovated building offers Benedictine University students at the Mesa campus a one-of-a-kind

living experience complete with dormitory style rooms and suites near the Mesa Art Center. Located two blocks from Gillett Hall, residents of the Alhambra can enjoy all that downtown living has to offer. Rooms are furnished with a TV, ceiling fan, air conditioning and community amenities include gas grills, laundry room, a community kitchen and enclosed, private and safe outdoor spaces for resident use.

3.1.5 Services & Resources

3.1.5.1: Cable TV

Cable television service is provided in all residence hall rooms and apartments. Residents must bring cable-ready televisions. Problems with reception should be reported to Xfinity Customer Support at (844) 790-6935.

3.1.5.2: Campus Ministry

Campus Ministry, located on the 4th floor of Kindlon Hall (Lisle) or in Gillett Hall (Mesa), dedicates itself to pastoral care, faith formation, and furthering the common good through practice of the Benedictine hallmarks in our community. Additional information and resources can be found at <https://www.ben.edu/campus-ministry/index.cfm>.

3.1.5.3: Student Wellness Center (Lisle)

The Wellness Center, located in the Krasa Student Center is dedicated to providing confidential services to help guide and support Benedictine students toward their personal, social and academic goals. Individual and group counseling, outreach programming and referrals are offered. Every student who seeks counseling will be treated with dignity and respect. The counseling center staff utilizes a holistic and inclusive approach when assisting students. Additional information and resources can be found at <http://www.ben.edu/student-life/counseling-center/index.cfm>.

3.1.5.4: Dining Services – BenUeats (Lisle)

BenUeats campus eateries include Benny's, The Pub at Coal Ben, #Coffee, Stonzza and Concessions at Sports Complex are brought to you by University staff and through partnerships with Chartwells Higher Education. For more information regarding meals, hours and menu's offered, visit the Dining Services website at www.dineoncampus.com/benu.

- **Benny's Dining Center – Located in the Krasa Student Center**

Benny's is our state-of-the-art dining hall located in Krasa Student Center. Benny's offers all-you-care-to-eat style dining with menus that change daily and offer a fantastic variety of options. Benny's serves as the campus' main dining facility.

- **Stonzza – Located in Benny's Dining Center**

Students can use their Dining\$ to order a variety of pizzas.

- **The Pub at Coal Ben – Located next to Goodwin Hall**

The Pub is our campus' pub-like eatery, connected to a beautiful outdoor patio. On the other side, you have open seating which is perfect for watching the big game or joining one of our many special events. Residents can use Meal Plan Dining\$ towards purchases.

- **#Coffee – Located on 2nd floor of Goodwin Hall**

#Coffee proudly serves Starbucks Coffee and offers an assorted variety of fresh pastries, bottled beverages, snacks and a variety of grab n' go entrees. Residents can use Meal Plan Dining\$ towards purchases.

3.1.5 Services & Resources (cont.)

3.1.5.5: Facilities Management

Facilities Management ("FM") is located on the first level of the Parking Garage structure in Lisle and works behind the scenes, 24-hours a day, to serve the University as a partner in excellence. The FM team's role is to serve for the University by taking care of the physical environment and ensure operations for students, faculty and staff. FM can be contacted at (630) 829-6420 for non-emergencies. Campus Safety should be called for emergencies at (630) 829-6122.

3.1.5.6: Fitness Center

Lisle

The Benedictine Fitness Center in the Rice Center is an 11,000-square-foot facility open to faculty, staff and students on the north side of campus. It features a 7,500-square-foot cardio center, which includes elliptical trainers, treadmills, stationary bicycles, a private dance/exercise studio and a 4,200-square-foot strength training mezzanine, which includes both free weights and strength training machines that cater to a variety of users. Fitness Center membership is free for all current students. The Fitness Center is open 7 days per week during designated hours. Fitness Center hours will be adjusted due to weather related issues and campus closings. Hours will also be adjusted during holidays and summer/winter breaks. Hours can be found at <http://www.ben.edu/student-life/fitnesscenter.aspx>

Mesa

All students currently enrolled at the Mesa Campus are eligible to receive a free membership to Planet Fitness. The classic membership will provide students access to all equipment at the University Drive facility including unlimited access, Planet Fitness workout apps and free fitness training.

3.1.5.7: Health Services

Student Health Services, located in the Krasa Student Center is nurse-directed under the guidance of a licensed physician. Students do not need to make an appointment and all office visits are confidential. Additional information

and details of services provided can be found at <http://www.ben.edu/student-life/student-health-services/index.cfm>. Additional inquiries can be made by calling Health Services at (630) 829-6046.

3.1.5.8: Housekeeping and Event Services

Housekeeping and Event Services personnel provide custodial services and clean assigned interior spaces except student occupied rooms and apartments. For health reasons and proper care of University property residential spaces must be kept clean and in good condition throughout the year. As such, students are expected to maintain their space in a safe and sanitary condition. Student occupied spaces that pose a safety or health risk may require Housekeeping Service. This Housekeeping Service will be charged to the student. Additional inquiries can be made by calling Facilities Management at (630) 829-6420.

3.1.5.9: Laundry

CSC Service Works is the university vendor for campus washer and dryer machines. Washers and dryers are available free of charge. Residents of Jaeger and Ondrak halls have the ability to monitor their loads and check the status of equipment through the CSCPay Mobile App via a smartphone. Each student's account is programmed and loaded with 500 cycles or \$5.00. The machines are programmed to charge \$0.01 per load. If students require additional funds may do so by contacting the customer service number. For features and information on the laundry app, please visit www.vimeo.com/428504630 or click the [Instruction Video](#). Apple users can download the app [here](#). Android users can download the app [here](#).

Students may inquire directly with CSC's customer service center at (844) 272- 9675 if additional funds are needed. Telephone numbers are also available on machines and in hall laundry rooms.

3.1.5 Services & Resources (cont.)

3.1.5.10: Mail Room – Office Services (Lisle)

Office Services, located in the Krasa Student Center, Room 123 serves as the University's campus solutions center for mail/packages (Postal Services Center), print and other office related services. The mail room can be reached at (630) 829-6426. Additional information on services provided can be found online at <https://ben.edu/facilities-management/>.

3.1.5.11: Mail Room – Sending and Receiving – Jaeger and Ondrak Residence Halls

Prior to move in, all residents must complete the postal mail card to receive mail delivery on campus. All mail, including packages for **Jaeger and Ondrak** residence halls are received and distributed from the Postal Services Center, located in Krasa Room 121. Residents will be only be notified via email when **packages** are received and ready for pick up. It is the responsibility of the residents to check periodically for mail. There is no notification for mail.

To avoid delay of mail service, all residence hall residents should have mail and packages addressed as shown below:

Name – Last two digits of Student ID

Benedictine University

5700 College Rd.

Lisle, IL 60532

3.1.5.12: Mail Room – Sending and Receiving – Founders' Woods Residence Halls (FW)

Prior to move in, all residents must complete the postal mail card to receive mail delivery on campus. The Lisle Post office delivers FW postal mail directly to FW's mailboxes.

To avoid delay of mail service, FW's residents should have mail addressed as shown below:

Name – Last two digits of Student ID

Apartment # (*Only the last three digits and letter, i.e. 1104D; use 104D*)

5600 College Rd.

Lisle, IL 60532

All packages must be delivered to the Postal Services Center in Krasa Room 121. FW's residents will be notified via email when packages are received and ready for pick up.

To avoid delay of mail service, FW's residents should have mail addressed as shown below:

For Packages:

Name – Last two digits of Student ID

Benedictine University

5700 College Rd.

Lisle, IL 60532

3.1.5.13: Sending and Receiving Mail – Mesa Campus

Residents mail can be delivered to Gillett Hall for pick up. Packages are stored in a locked cabinet until a student arrives to pick it up. Perishable mail (food deliveries or other items) must be picked up immediately upon receipt. Students will be notified when a package is available for pickup.

Note: Pick up is available at Gillett Hall Monday–Friday from 8:00 a.m.– 9:30 p.m. with campus safety.

Mail can be delivered to:

Name – Last two digits of Student ID

Benedictine University

225 East Main Street

Mesa, AZ 85201

3.1.5 Services & Resources (cont.)

3.1.5.14: Parking

Lisle

Parking permits are required to park on Benedictine University property. Parking permits are required for parking in all lots, except the Krasa Student Center parking lot and parking garage. Vehicle Registration and Parking Permit application can be found at <https://ben.edu/resources/lisle-campus-safety/>.

Mesa

Parking for the Alhambra residence hall is provided by the City of Mesa and requires a separate permit. You must complete the parking application to register your car with parking enforcement and park in assigned parking to avoid ticketing. There are no additional fees for parking. Parking violations are managed by the municipal courts. See your resident assistant for a copy of the permit application.

3.1.5.15: Room Repairs – Non-Emergency

To report non-emergency general maintenance and repair issues, as well as appliance, or furniture issues within campus housing, Residents should submit a workorder request at workorder.ben.edu. to Facilities Management.

3.1.5.16: Safety – Campus Safety

Campus Safety encourages students to take some basic safety precautions to protect yourself, your fellow students, friends and property. Questions about residence hall regulations should be directed to Residence Life.

Safety precautions:

- Lock your door when you are not in your room even if you are only a few doors down.
- Be suspicious of unknown persons loitering around the residence hall.
- Never prop or leave exterior doors to residence halls open.
- Keep a record of all your valuables.

- Call Campus Safety to answer any questions you may have regarding safety.
- Do not allow unescorted strangers inside (or to remain inside) the building. Call Campus Safety immediately if subjects are unresponsive to your request for them to leave.

Campus Safety are available 24 hours per day, seven days per week and can be contacted at (630) 829-6122 in Lisle or (602) 888-5516 in Mesa.

3.1.5.17: Student Activities

Student Activities helps students reach their full potential by getting involved on campus and pursuing leadership opportunities. We encourage students to get involved in extra-curricular programs, activities or student clubs of interest to them. Doing so helps students grow personally and professionally and builds community. The office is open during the hours of 9:00 a.m.–4:30 p.m. Monday–Friday. Additional information and student leadership opportunities can be found at <https://ben.edu/student-life/student-activities/>.

3.1.5.18: Wi-fi/Internet

Lisle

Xfinity provides Wi-Fi and Ethernet connections in all the residence halls. Sign in to xfinityoncampus.com and navigate to the Support Tab to receive support.

Mesa

Students will create an online profile to utilize wifi at the Alhambra for all wifi enabled devices. Please see the statement of responsible Use of University Technology at <https://benu.zendesk.com/hc/en-us/>

Section 3.2 Community Living

3.2.1 Residents' Rights & Responsibilities

Residents' Rights

Since student housing is made up of a group of individuals in a "living-learning environment," each person possesses certain rights that must be held in high regard. Mutual respect and consideration coupled with an awareness of and a sensitivity to the needs of other individuals must be the standard for group living. This statement is intended to suggest minimal expectations of rights of residents, in actualizing their freedom, without placing constraints upon such rights of other residents within University Housing & Residence Life. The following is offered as a framework for discussion and consideration:

- The Right: To read, study and/or sleep free from undue interference in or around one's room.
- The Right: To recreation in or around housing.
- The Right: To personal privacy.
- The Right: To a physical environment that is clean, healthy, safe and orderly.
- The Right: To recourse according to prescribed judicial procedures against anyone who unduly infringes upon one's rights or property.
- The Right: To participate in the process of self-governance, i.e., through the Student Senate.

Residents' Responsibilities

In line with any other system of rights is the responsibility, then, to not infringe and violate others' rights. Thus, in accordance with the aforementioned rights, come the following responsibilities:

- The Responsibility: To control noise and other distractions that inhibit the exercise of study or sleep by another person.
- The Responsibility: To modify recreation so that it does not interfere with the rights and safety of others in or around housing.
- The Responsibility: To respect the personal privacy of others within housing. To also recognize and respect the personal privacy of roommate(s).
- The Responsibility: To assist in the keeping of the University environment clean, healthy, safe and orderly.
- The Responsibility: To conduct oneself in a manner that does not infringe on the rights of others.
- The Responsibility: To be active in the process of self-governance and to ensure voicing of one's opinion or ideas.

3.2.2 Roommates

Living with another individual is as much of a learning experience as the classroom. Many students have found living with roommates to be beneficial in the development of personal growth, community building and life skills. Ultimately, the road to roommate success and healthy relationships begin with honest, open dialogue, respect, compromise and courtesy to one another.

3.2.3 Roommate Conflicts

Within relationships come conflicts of many kinds. The first step to resolving conflict is to have a conversation with your roommate. If you and your roommate(s) encounter a conflict that you are unable to resolve, please seek assistance from your RA. RAs are a great resource! Please note that your RA will first mediate this conflict to ensure that all parties' voices are heard, and efforts to resolution are made. In the event additional assistance is required, Head Residents and professional staff are available to assist in further mediation. We are aware that there may be times when the conflict is such that mediation may not resolve the conflict and a room change may be necessary.

3.2.4 Room Changes

If no solution is reached after extensive efforts to resolve roommate conflict on the part of the roommates and staff, a room change may be considered. All room changes are subject to availability and are approved by Residence Life staff.

Section 3.3 Policies and Procedures

3.2.1 Residents' Rights & Responsibilities

The policies below are set forth to ensure that all members of the community are aware and informed of the standards that help to enhance our community. Residence Life staff are always available to assist you with interpreting these policies. Please become familiar with them; failure to adhere to these policies may result in removal from the student housing and possibly the University.

3.3.1 Alcohol/Controlled Substances

Policy Statement: The Residence Life Alcohol Policy (the "Policy") is intended to further the objectives of the Benedictine University Alcohol and Drug Policy. The purpose of the Residence Life (Housing) Alcohol Policy is to establish appropriate guidelines to exercise the privilege of the use of alcohol within Student Housing consistent with state law and University policy and which assure the safety and well-being of both students and guests. The policy also reflects the Student Handbook's student conduct standard entitled "Responsibility to Ourselves," which encourages personal integrity, accountability and personal health, as well as a deliberate effort to avoid practices which harm the body and mind, including the excessive consumption of alcohol.

Relationship of Policy to the Benedictine University Alcohol and Drug Policy:

The Housing Alcohol Policy is incorporated by reference

into the Benedictine University Alcohol and Drug Policy. All definitions, references to relevant state and federal laws and standards of conduct contained therein apply to the Housing Alcohol Policy. Nothing in this policy should be construed in such a way as to conflict with the University's Alcohol and Drug Policy.

Definitions:

- **Student Housing:** Any residential building, and adjacent exterior areas, or Residence Hall owned or operated by Benedictine University for the purpose of providing housing for students enrolled at the University.
- **Designated Student Housing:** A Student Housing residential building, where the University has approved the issuance of alcohol use permits. Designated Student Housing on the Lisle Campus is the Founders Woods Apartments and specific rooms in residence

3.3.1 Alcohol/Controlled Substances (cont.)

halls occupied by students aged 21 or older. Students aged 21 or older must attend an educational information session for use of alcohol. There is no designated housing at the Mesa campus.

- **Premises:** The interior, private living space, apartment or room. Does not include any staircase, hallway or balcony immediately adjacent to, or outside of the private living space.
- **Residents:** Students with a current, valid Student Housing Agreement.

I. Standards of Conduct:

All students are expected to comply with standards of conduct for the use of alcohol within Student Housing. The consumption, possession, sale and distribution of alcoholic beverages in or on any Benedictine University Student Housing property are strictly prohibited, except as provided for in this policy. Any student who violates this policy or the Benedictine University Alcohol and Drug Policy will be subject to disciplinary sanctions and/or referral for prosecution.

The following conduct is not permitted in, on or around any Benedictine University Student Housing property:

- A. Posting of signs that advertise or promote events or products related to alcohol or the Consumption thereof.
- B. Drinking games, contests or activities that encourage excessive or irresponsible consumption of alcohol.
- C. Possession or use of any device that is commonly used for the purpose of promoting binge drinking or excessive consumption of alcohol including, but not limited to, kegs and funnels.
- D. Possession of drinking "trophies," collections or displays of any containers that once held or currently contain alcoholic beverages.
- E. Improper disposal of containers that held alcoholic beverages.
- F. Damage to property related to the possession, consumption or disposal of alcoholic beverages or containers that held alcohol.

II. Residence Halls (Jaeger and Ondrak Halls) for Residents Under Age 21:

- A. The possession, consumption, sale, distribution and in the presence of alcoholic beverages by students under the age of 21 are strictly prohibited.
- B. Alcoholic beverages found in the presence of and/or control of students under the age of 21 are subject to confiscation and disposal by University staff.
- C. Any person under the age of 21, including student residents, nonresident students and visitors, who possesses, consumes, distributes or sells alcoholic beverages, including in the presence of in the residence halls will be issued a citation by University Police and subject to associated fines. Underage students are also subject to University Housing sanctions up to and including removal from campus housing and suspension from the University.
- D. Visitors who possess, consume, distribute or sell alcoholic beverages in the residence halls will be issued a municipal code citation or arrested and referred to the State's Attorney for prosecution. They may also receive a no-trespass order from the University Police, prohibiting them from entering or remaining in the residence halls or the entire campus.
- E. In addition to the sanctions outlined above, any person may be cited for behavior violating criminal law and/or University policy arising out of the possession, consumption, sale or distribution of alcohol and may be subject to criminal prosecution and/or University disciplinary sanctions up to and including dismissal from the University and referral for prosecution.

III. Designated Student Housing (Founders Woods Apartments/Designated Residence Hall Rooms):

- A. The possession and moderate consumption of alcoholic beverages is permitted in Designated Student Housing under the following circumstances:
 1. Students residing in designated student housing must attend a university sanctioned informational/education session for alcohol use on campus. which encourages personal integrity,

3.3.1 Alcohol/Controlled Substances (cont.)

accountability and personal health, as well as a deliberate effort to avoid practices which harm the body and mind, including the excessive consumption of alcohol.

2. Residents limit their consumption of alcohol and that of their guests to a responsible level.
 3. Residents do not serve, sell or distribute alcohol to any person under the age of 21, and do not allow any person under the age of 21 to possess or consume alcoholic beverages on the premises. This policy extends to having alcohol in the presence of any person under 21.
 5. Use of alcohol is confined to the premises. Alcohol consumption is not allowed in any area outside the premises including on the balcony, stairways, exterior passageways or the area immediately outside the main door to the premises.
 6. Residents do not allow the number of occupants in the apartment at any time to exceed the maximum occupancy.
- B. Residents of Designated Student Housing are accountable for the presence and consumption of alcoholic beverages in the apartment or room in which they reside. Each student residing within the space is accountable to his/her roommate(s) with respect to the presence and consumption of alcohol and may, through his/her own actions, subject his/her roommates to the loss of their permit privilege.
1. Residents of legal drinking age who provide alcoholic beverages to any person under the age of 21; or who permit, or through a lack of diligence, allow persons under the age of 21 to possess or consume alcoholic beverages on the premises, on the balcony or immediately outside the door of the space, will be cited by Campus Safety and subject to associated fines and loss of privileges. In addition, Residents will be subject to Residence Life sanctions up to and including removal from campus housing and suspension from the University. For the purposes of this section, "persons under the age of 21" includes residents, guests of residents, other students who do not reside in the apartment or room and their guests.
 2. For purposes of this section, "permit" and "allow" include circumstances under which persons under the age of 21 bring alcohol into the apartment or room from an outside source.
 3. Students under the age of 21 who are found in the presence of, possession of or to have consumed alcohol on the premises will be cited by Campus Safety and subject to associated fines. Further:
 - a. Resident students will be subject to Residence Life sanctions up to and including removal from campus housing.
 - b. Non-resident students will be subject to disciplinary sanctions up to and including suspension from the University.
 4. Visitors who possess, consume, distribute or sell alcoholic beverages will be cited for a violation of the appropriate provision of the municipal code. In addition, they may receive a no-trespass order from Campus Safety, effectively prohibiting them from returning to the Student Housing or the entire campus community.
 5. In addition to the sanctions outlined above, any student or non-student may be cited for behavior violating criminal law and/or University policy arising out of the possession, consumption, sale or distribution of alcohol and may be subject to criminal prosecution and/or University disciplinary sanctions up to and including dismissal from the University.
- IV. Penalties:**
- A. Campus Safety may issue an administrative citation for actions that violate the terms of this Policy, state and local law. In addition, Campus Safety may issue citations for conduct related to or resulting from the consumption of alcoholic beverages, including damage to property, injury to others and sexual misconduct.
 - B. Administrative citations which carry monetary sanctions include:

3.3.1 Alcohol/Controlled Substances (cont.)

1. Underage Possession
 2. Underage in the Presence of
 3. Underage Consumption
 4. Delivery of Alcohol to a Minor
 5. Solicitation of Alcohol by a Minor
 6. Social Hosting
 7. Possession of Excessive Amounts of Alcohol
- C. In addition to Campus Safety-issued citations, students may receive sanctions from Residence Life which may include:
1. Revocation of the Alcohol Use Permit
 2. Participation in alcohol awareness and/or bystander intervention programs
 3. Community Service
 4. Monetary Fine and/or alcohol program fee
 5. Temporary suspension or weekend suspension from campus housing
 6. Removal from campus housing
 7. University suspension

V. Appeal Procedures:

Students have the right to appeal any Residence Life sanction imposed as a result of the enforcement of the provisions of this policy. To exercise the right of appeal, the student has five business days from the date of notification of the sanction to submit a written letter of appeal to Residence Life.

The Director of Residence Life will conduct an administrative review and issue a written decision. If the sanction is upheld upon review, the student has a further right of appeal to the Dean of Students.

VI. Student Reporting and Intervention:

The Student Handbook establishes that students have a responsibility to their colleagues and community. This includes a "commitment to refrain from harmful conduct," among which is the act of underage drinking. To further the intent of this section of the Handbook, this Policy encourages the following actions:

A. **Student Reporting:**

Students who suspect a violation of this policy are encouraged to report concerns to the Resident Assistant on duty or directly to Campus Safety, either in person or using the non-emergency number. Students may also use the Anonymous Report feature on the Campus Safety web page to report a suspected violation.

B. **Student Intervention:**

Students are encouraged to speak with their peers about actions that may result in potential harm, including:

1. Possession or consumption of alcohol in areas prohibited by this Policy
2. Consumption of alcohol by students under legal drinking age
3. Excessive consumption of alcohol
4. Providing alcohol to students under legal drinking age
5. Engaging in potentially dangerous behavior while under the influence of alcohol

To empower students to speak with their peers about these issues, Student Affairs and/or Multicultural Affairs provides periodic bystander intervention training. Interested students may inquire about training schedules and opportunities.

Good Samaritan Exemption:

The University encourages students to seek assistance from University officials in circumstances where the consumption of alcohol results in, or has the potential to result in bodily harm, injury, or sexual misconduct. Students seeking such assistance who are themselves under the influence and the student who is in need of assistance will not receive a sanction under this Policy. Students are encouraged to contact Campus Safety to provide assistance and/or arrange for emergency transport when necessary.

Prescription drugs should be used for their intended purpose by the person to whom they were prescribed. Sharing or selling of prescription medication is a violation of this Policy.

3.3.2 Annoying or Harassing Phone Calls

Any calls of an obscene or nuisance nature should be reported to Residence Life staff. Residence Life, with the assistance of Campus Safety, can arrange to have incoming calls screened as they come in. If the calls persist or are threatening, Campus Safety may intervene.

3.3.3 Bicycles

The University provides bicycle racks on campus. Bicycles may not be stored in common areas (sidewalks, hallways, under stairs, etc.) within Residence Life. Students are encouraged to take bicycles home during winter. Under no circumstances may bicycles be chained to stairwells or be stored in hallways, stairwells, etc. Such violations will lead to immediate disposal of the bicycle and possible disciplinary action.

3.3.4 Break Periods

Housing charges for students in campus housing apply to times when the University is officially in session. Students wishing to stay in campus housing during holiday breaks will be required to complete a document and may be required to pay an additional fee, as determined by Residence Life. The amount of the fee will be communicated by Residence Life prior to the break period. Residence Life also retains the right to impose additional

conditions as it deems appropriate to accommodate any student requests to remain in campus housing over any break (or other extended period) when the University is not in regular session. All residents are not permitted to remain in campus housing during break periods and are expected to follow the break vacate procedures outlined by Residence Life.

3.3.5 Bulletin Boards & Posting

Bulletin Boards posted in the Residence Life communities are managed by the designated Resident Assistant staff and are intended to create and maintain an atmosphere that fosters and promotes personal and educational growth.

Posting - While it is highly desirable to obtain maximum publicity for campus events, materials should be posted in

appropriate locations and in a manner that is pleasing and effective as a communication item. All postings should be submitted to Residence Life for approval before being posted and may only be placed on authorized bulletin boards. Please see the Student Handbook for more information on these policies.

3.3.6 Check In and Check Out

The check in and check out (also known as move in/move out) must involve proper room inspection planning with RA staff. This applies to room changes and official housing move outs during the academic year. This does not apply to break period arrival and departures when housing is closed.

The condition of your room/apartment and its furnishings will be inventoried prior to your arrival. You will have an opportunity to review and confirm this inventory when you move into the room/apartment. If you have any discrepancies with the inventory, discrepancies must be noted in on the inventory room condition form within 48 hours of arrival via the Housing Portal.

Furnishings and/or fixtures that originally come with the unit may not be removed. Take good care of your room and its furnishings. You will be financially responsible for any loss or damage beyond normal wear and tear.

Prior to checking out you must make an appointment with

your RA who will assist you with completing a proper check out.

At the time of check out, all of your belongings must be removed from the unit and the space must be clean, including the common areas, which will be assessed as well. Your RA will collect all keys. You will be charged a fee for improper checkout (e.g., when a Residence Life staff member did not approve the checkout, or if you are not present at your scheduled appointment with the RA). A \$150.00 fee will be assessed and additional fees if keys are not returned, and if there are damages beyond normal wear and tear including but not limited to paint chips and wall damage.

Students who have withdrawn from the University or who have been asked to leave for disciplinary reasons must follow the proper check out procedures and leave within 48 hours (or earlier, if specified).

3.3.7 Cohabitation

Cohabitation is defined as two unmarried persons physically living together, whether that person is another student or non-student. The University does not support cohabitation and thus is not allowed within the residence halls. Although the University operates co-ed living in Founders Woods and at the Alhambra residence hall in Mesa, students are assigned based on sex. Only students of the same sex are allowed to live together in these environments. Cohabitation is prohibited. Likewise, students who are involved in a romantic relationship are not allowed to share a room or apartment on campus. Students who violate this policy are subject to disciplinary action up to and including removal from campus housing.

Married Student Housing

The University does not provide housing options specifically designed or designated for married students. Therefore, Residence Life is unable to accommodate

requests for housing for married students, regardless of their circumstances.

Family Housing

The University does not provide housing options for students with children, nor are there any housing options appropriate for students with children. As a result, Residence Life is unable to accommodate requests for housing where one or more of the non-student residents is a minor child. This includes cases involving joint custody, in which the minor child may not be a full-time resident.

Individuals who are under the age of 18 but do not have student status may temporarily reside on campus while participating in a program authorized by the Auxiliary Enterprises Office, under the terms and conditions associated with the program agreement.

3.3.8 Damages

Facilities Management is responsible for the upkeep of Residence Life. Every effort is made to ensure that the facilities are properly maintained. Residents will be held responsible for any damages they or their guest(s) cause. Damages may result in a fine to the resident(s) responsible for the damage, as well as a judicial sanction.

Damages found within a shared room/suite/apartment will be calculated and divided between all the room's residents if no one claims responsibility for the damages. During

the end of year checkout process, Facilities Management and Residence Life staff completes an assessment of each space. Damages deemed beyond the normal wear and tear assessment will result in related fines added to the student account.

Persons responsible for vandalism within Residence Life will face disciplinary action, possible financial restitution, and possible removal.

3.3.9 Damages – Common Area

Common area (including but not limited to hallways, laundry rooms, lounges, living rooms, kitchens, bathrooms, and balconies) damage is the responsibility of **all** residents. Prevention is the first step, and all residents are urged to be aware of happenings within their assignment, floor and assigned building. Be alert to intruders or residents who may damage your assignment, floor and assigned building. When damage occurs in common areas of your assignment, the individual responsible will be billed for the cost of repairs. If the damage is the result of an act of vandalism, the person responsible might also be assessed a fine and/or be subject to additional disciplinary action, including removal from on-campus housing. If the University is unable to determine who is responsible for the damage, the residents sharing the common area will be billed for the repairs. Students cannot appeal this decision unless responsibility is determined.

The procedure will be as follows:

- When damage is discovered, a verbal or written notice will be issued to the residents describing the problem.
- The residents will then have 72 hours to identify the person(s) responsible. If, at the end of the 72-hour period, no responsible party has been identified, the cost of repairs and/or replacement will be assessed appropriately among the population affected.
- All residents will receive a notice of the amount due. Charges will be applied to the resident's bill and can be paid through the Business Office.
- If at some point in the future, the responsible party is identified, the person(s) responsible will be asked to provide restitution to those residents who were charged for the damage.

3.3.10 Decorations

Decorations to help personalize your living space are encouraged as long as they are in good taste and are not considered a safety hazard. Housing reserves the right to ask students to remove decorations deemed offensive, unsafe or as viewed as damaging to University property.

Adhesives may be used to attach decorations as long as they can be fully removed without damaging walls upon check out. Students should be cautious when placing items on room and apartment main doors and ceilings because

they might present a fire hazard or remove the finish. No device which penetrates or damages the door, walls or furniture may be used in any way.

Decorations on room doors and windows should also be in good taste (i.e., not lewd, indecent or obscene). Holiday decorations are permitted so long as they do not present a fire hazard. Real trees are not permitted in the halls. Decorative lights, such as string or battery operated lights, must be low wattage or LED.

3.3.11 Drugs

Drugs are strictly prohibited in Residence Life. The possession, use, sale or distribution of illegal drugs is a violation of state and federal law as well as the regulations of the University. Students who are found to be involved with illegal drugs will face an immediate two-week suspension, severe disciplinary action and the possibility of removal from on-campus housing and/or expulsion from the University. In some cases, information and evidence may be turned over to local law enforcement agencies. For more information, consult the Student Handbook.

3.3.12 Eligibility for Housing

Only full-time students (at least 12 credit hours for undergraduates and 6 credit hours for graduates) at the University may live in housing. Students may be denied housing for appropriate reasons as determined by Residence Life.

3.3.13 Electrical Appliances

Residents may not have appliances with exposed heating elements (open-coil). Only electrical appliances with self-contained heating units (irons, corn poppers, coffee makers, microwaves) are allowed. Residents are asked to use CFLs (compact fluorescent light bulbs) in any lamps that they may bring in order to reduce the risk of fire.

3.3.14 Emergency Information, Preparedness & Procedures

The University strives to reduce the impacts of emergencies and increase the effectiveness of the campus community in responding to and recovering from their inevitable occurrences. Doing so will provide continuity of campus operations in furtherance of the University's mission. The University's Emergency Response and Recovery Team (ERRT) encourages everyone to read the Emergency Response Plans and be familiar with your roles and responsibilities in preparing for an emergency. Please visit www.ben.edu/emergency to view all emergency related campus plans, communication methods, information, latest news, and brochures.

3.3.15 Evacuation Procedures

Whether it is a drill or an actual fire, every resident and guest is required to evacuate the building immediately. Please know safety is our highest concern. Any resident who does not comply with the evacuation procedures will result in disciplinary action and can result in a fine and/or removal from housing. Safety-related fines cannot be appealed. If you have any questions regarding evacuation procedures, please contact Campus Safety or Residence Life.

3.3.16 Failure to Act

It is the student's responsibility to intervene or notify staff of behavior that is not consistent with University's mission and values, including policy violations to appropriate authorities.

3.3.17 Failure to Complete

Students must complete assigned disciplinary sanctions issued by the University. Failure to complete outstanding sanctions may result in a fine and/or loss of privileges.

3.3.18 Failure to Comply (Non-Compliance)

Students must comply with orders from University personnel at all times. Failure to do so will result in the violation of both the non-compliance policy and any suspected violations involved with non-compliance.

3.3.19 Fine System

The University has established a system of monetary fines for policy violations in an effort to deter negative behavior. Please also note that providing alcohol to minors will result in additional fines. Residence Life has the discretion to issue sanctions in addition to fines. The following is a list of incidents and fines:

- **Underage consumption/possession of alcohol:** \$100 fine for each offense. After the third offense, temporary removal from housing will occur. All alcohol incidents will involve a meeting with Residence Life and/or Student Life staff. This meeting is an effort to help curb behaviors that may be considered hurtful, unhealthy, and/or dangerous.
- **Littering:** When excessive trash is spotted outside a residence, a fine will be issued. The initial fine is \$10 per resident. The resident(s) will be fined \$25 each day that the trash is not removed after the first fine is issued. Residence Life has the discretion to issue additional fines if deemed necessary.
- **Excessive noise/over occupancy:** When deemed prudent, a warning will be issued. Severe and/or repeated disruptions will result in an incremental fine

system of \$100 for each disruption.

- **Guests of the opposite sex (Jaeger and Ondrak Only):** When deemed prudent, a warning will be issued. Meetings with Housing staff will be scheduled for regular violations. Severe violations (guests staying for several 24-hour periods) will result in a \$10 fine per night, as well as a meeting with Residence Life staff.
- **Smoking:** Illinois law prohibits smoking in virtually all public places and workplaces, and educational institutions and their properties. This includes all Residence Life halls. If a student is spotted smoking within 15 feet of a prohibited area (including Founders' Woods public balconies), a warning will be issued for the first offense. The student will be charged \$75 for each subsequent offense. If the violator is not a student, then the resident responsible for them will be fined.

Fines will be automatically assessed to the student's account. Under the purview of the Student Life conduct administrative staff, the funds collected from these fines will be used to better the lives of students living on campus or the mission Residence Life.

3.3.20 Fire Safety

All of the University's on-campus residential housing facilities are completely covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored 24/7 by Campus Safety. Each resident is given a link to the Resident Fire Safety Brochure (https://ben.edu/wp-content/uploads/2022/08/Lisle_ResLifeSafety_2022.pdf) or can receive a hard copy from the Residence Life office, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. The Emergency Response and Recovery Team, Campus Safety, Lisle-Woodridge Fire District and Facilities Management conduct fire drills during

the academic year.

As member of the University community, it is the responsibility of each member to ensure that their behavior does not compromise the safety of the community. Tampering with any safety equipment (e.g., emergency exit signs, fire alarms, smoke detectors, fire doors, etc.) or failure to evacuate the building when required to do so may result in disciplinary actions. If you have any questions regarding evacuation procedures, please contact Campus Safety or Residence Life.

3.3.21 Guests and Visitation

Guests are defined as individuals who are not official occupants of the room, non-resident or current students, former students, alumni, family members or other individuals who have no affiliation with the University. Guests who are active University students are subject to the provisions of the Student Handbook and Residence Life policies and procedures. All guests, regardless of affiliation with the University are subject to state and federal law and any applicable University policies while visiting campus. The following conditions and restrictions pertaining to guests staying in campus housing:

- Guests are expected to conduct themselves appropriately at all times. Consideration for privacy and rights of roommates and other residents must be respected.
- At no time are guests of the opposite sex allowed to spend the night, even if roommates do not object in Jaeger & Ondrak Halls in Lisle and at the Alhambra in Mesa.
- At no time are guests who are involved in a romantic relationship with a resident allowed to spend the night, even if other residents do not object.
- Guests under the age of 18 require approval from Residence Life, unless as part of a sanctioned University event (e.g. Family Weekend, recruitment visit, etc.) with prior notification to Residence Life.
- Guests are expected to remain with the student host at all times.

- The actions of the guest may subject the student host to disciplinary action under the Student Handbook.
- Residents who are hosting guests may be subject to disciplinary action for activities of their guest that may violate state or federal law or institutional policy.
- Guests who engage in inappropriate, offensive, illegal or threatening conduct may be trespassed from the University.
- Where overnight guests are permitted and roommates do not object, guests are not allowed to spend more than two (2) consecutive nights in a two-week period, and no more than six (6) days per month on campus. Frequent overnight visits by the same guest(s) are not allowed.

At no time may the number of guests exceed the occupancy limit per room, including residents.

- Ondrak Hall – maximum for a total of 5 occupants
- Jaeger Hall – maximum for a total of 5 occupants
- Founders Woods', 1 Bedroom – maximum 4 occupants
- Founders Woods', 2 Bedroom – maximum 8 occupants
- Founders Woods', 4 Bedroom – maximum 12 occupants
- Alhambra Residence Hall (Mesa) - maximum of 4 occupants

3.3.22 Guest Responsibilities

Resident guests are permitted so long as they conform to the guest and visitation policies and roommates agree that the frequency and duration of the visits is acceptable.

A resident may host an infrequent and occasional overnight guest. Residence Life reserves the right to define "infrequent and occasional", if such does not interfere with the rights of the roommate and does not violate the visitation policy (i.e., cannot have overnight guests of the

opposite sex). The host is responsible for the observance of Residence Life Policies and the behavior of their guest at all times. The guest must be in the presence of the host at all times.

In the case of a disciplinary issue, action will be taken against the host if the guest is a non-Benedictine student. The University discourages guest during the week because it can become an inconvenience to roommates and other residents.

3.3.23 Housing and Meal Plan Refund Policy (Lisle Campus Only)

Cancellation at Student's Request without any liability or financial obligation by providing written notice of cancellation to the Residence Life Office within 24 hours of submitting the Agreement or confirmation of room selection, whichever comes first. Early termination fees will be applied to cancellation requests received after this period and charged to the student if Residence Life approves the student's release from the Housing Agreement.

A list of the possible reasons Housing may consider when evaluating any student request for the University to cancel this Agreement:

- Unanticipated financial hardship arising after the beginning of the academic semester.
- Serious medical or health problem that is directly related to residence hall living.
- Marriage during the term of Agreement.
- Affiliation with Benedictine University programs that are away from campus.
- Other reasons as deemed appropriate at the discretion of the Residence Life office.

3.3.24 Housing Assignments

Residence Life accommodates housing to each student via a self-select housing process within the Housing Portal application and contract process. This self-room selection process is available to both current and new students. Specific information and instructions are distributed to returning residents in the spring semester and made

available within the Housing Portal for all students. Although Residence Life will work to accommodate students' requests for specific rooms, only an approved housing agreement can assure a student's space in a residence hall.

3.3.25 Health Insurance

All residents are required to have health insurance coverage while living on campus. Although not required to subscribe to a plan offered by the University, there is an optional insurance plan available for college students. Visit [here](#) for Lisle students. Mesa students can explore coverage options [here](#). Residents may be asked to provide proof of insurance at any time.

3.3.26 Hospitalization

While students are living on campus, they may experience hospitalization. In the event of hospitalization, students are required to meet with the Director of Residence Life and/or Dean of Students prior to their return to campus to ensure they have the appropriate resources and support in place. Lisle Students can contact the Director of Residence Life at (630) 829-6496 or Dean of Students at (630) 829-6006. Mesa students can contact the Dean of Students at (602) 888-5507.

3.3.27 Injury & Illness

Any accidents occurring in Residence Life resulting in injury should be reported to the Resident Assistant who, depending on the circumstances, may help the injured person(s) obtain medical treatment and notify appropriate family and/or University personnel. An accident report will be filled out by the University. Any medical emergencies or extended illnesses should also be reported to Residence Life. Arrangements for students who are confined to their room to receive a sick tray may be made with the Director of Dining Services. Residents are ultimately responsible for their own health care.

3.3.28 Keys

Upon check-in, all residents are issued room keys which lock the resident's main door and bedroom door. Mailbox keys are also distributed. A key replacement fee will be assessed if the keys are lost or not returned at the announced deadline. Residents must notify Housing within 48 hours of losing their keys. A resident's check-out will not be considered complete until the key is returned. Duplicate keys are not permitted and will result in disciplinary action. Legal action may also be taken against the vendor who provides the duplicate key.

3.3.29 Littering

Littering from, in or around Residence Life will not be tolerated as it destroys the appearance of our campus and can create a health hazard. Littering carries with it an automatic fine and the possibility of disciplinary actions, including the possibility of removal from on-campus housing.

3.3.30 Lock Outs

If a student is locked out of their room, Benedictine Campus Safety can access a master key to open the room. Resident identification is required and there may be a lockout fee for this service. Unauthorized locks may not be placed on room doors. Any change or addition of locks must be performed by Facilities Management and have prior authorization by the appropriate University personnel.

3.3.30 Lock Outs

All residents are required to carry a meal plan during the term of their housing agreement. Meal Plan selection occurs within the Housing Portal and often follows the Room-Selection Process. Each plan includes Dining\$ (dining dollars) that can be used at all on-campus eateries. Dining\$ are discretionary dollars that allow plans to work like a debit card that can be used to purchase coffee, beverages, snacks, additional meals, or groceries. Students can always add more Dining\$ online at dining.ben.edu or by visiting Benny's located in the Krasa Student Center.

- **Student ID Requirement** – Meals/Dining\$ are available upon presentation of a valid Benedictine University student I.D. card, also known as "BenCard".
- **Meal Plan Schedule** – The meal plan includes food service for residents only when the University is in session during the academic year. This does not include Thanksgiving Break, Winter Holiday Break, Spring Break or the Easter holiday weekend. Hours of operation are subject to change without prior notice.
- **Meal Plan Credits** – Credit will not be given for unused meals or "Dining\$". Unused meals from the fall semester will not roll over to the spring term. Dining\$ will not roll over to the spring semester if the student cancels housing and will not roll over into the following academic year.
- **Meal Plan Changes** – The meal plan chosen for Fall Semester is for the full year. Students may upgrade their meal plan at any point in the semester, the upgrade amount will be calculated, and the amount will be placed on the students' account. Once payment has been received, the upgrade will be posted to the student ID card. Meal plan change will only be allowed if the student relocates to a residential community that requires a different meal plan by policy.
- **Meal Plan Exemptions** – Exceptions to the meal plan are only permitted for medical or dietary reasons through the approved accommodations process facilitated by Academic Support Center (ASC). Before any accommodation is approved, students must first consult with Dining Services to determine whether the dietary concerns can be accommodated through the meal plan. If the exemption is officially approved, meal plan charges will be prorated for the term in which the approval is granted. Unless the exemption is approved as a temporary accommodation, the exemption will continue to be granted throughout the student's time in Residence Life without further action from the student.

3.3.33 Missing Student Protocol

The welfare of our students is of utmost importance. The [Benedictine's Missing Student Notification Policy](#) is in place to provide for each student's well-being. In addition to registering emergency contacts through the housing application, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact may do so by completing the Missing Student Contact Information form found [here](#) or on the Residence Life web page under Resources. Students are encouraged to update this form annually within the Housing Portal.

3.3.34 Motorbikes and Motorcycles

Motorbikes or motorcycles may not be brought into or stored near the apartment buildings. Motorcycles are considered motor vehicles and may be operated only on campus roads, not on sidewalks or other areas normally used by pedestrians. Motor vehicles need to be registered with Campus Safety and parked in parking lot areas only.

3.3.35 Occupancy

Max occupancy limits are set for each unit or room and listed as follows:

- Double/Single, Ondrak & Jaeger – 5 persons
- 1 Bedroom, Founders Woods' – 4 persons
- 2 Bedroom, Founders Woods' – 8 persons
- 4 Bedroom, Founders Woods' – 12 persons
- Alhambra, 4 persons

3.3.36 Noxious Odors

An offensive/noxious odor is any aroma of such intensity that it becomes apparent and/or offensive to others. Some examples are perfumes, air fresheners, dirty laundry, etc. When a noxious odor can be localized to a particular apartment and/or bedroom, the resident(s) and/or guests of that room may be in violation of this policy and will be asked to improve the situation. If the situation is not improved, disciplinary actions may result.

3.3.37 Personal Property

The University shall not be held liable (directly or indirectly) for any loss of personal property by theft, vandalism or mischief to students or their guests or for the damage or destruction of such property by fire, water or any other cause.* All incidents of personal loss should be reported to Campus Safety. Theft does occur. Valuables and large sums of money should be protected by the owner. Residents are encouraged to always keep their apartment door and bedroom door locked when there is no one present.

Possession of stolen property will result in disciplinary action through the University and referral to the Lisle Police Department.

**Under no circumstances can the University reimburse students for any losses or damages of personal property. Therefore, residents are strongly urged to obtain personal property insurance. Students are encouraged to review family or personal homeowners/renters' insurance and health insurance options and obtain adequate coverage.*

3.3.38 Pets

Pets are not permitted in any student housing except for fish in 10-gallon tanks or smaller. No other pets or animals are permitted in student residences at any time, even for a brief visit. The University has a pet policy because of the health and safety considerations of our students and staff and the challenges presented by adding animals to our already densely populated residential campus. Students who disregard this Section 4.3.38 or undermine the legitimate needs of other students and the campus community. If you have any questions, please contact Residence Life or the ASC office.

Students and their roommates who have an unapproved pet or animal found in their housing assignment are subject to the following:

First Offense: \$300 fine and referral to the Student Conduct Hearing Board

Second and Subsequent Offenses: \$500 fine and further judicial action up to and including suspension

Regular follow up visits will be made to ensure the animal has been removed. Fish are the only pets allowed. The maximum tank capacity is 10 gallons. In the event of or in the interest of health and safety, all other animals will be removed and sent to a local humane shelter.

This policy does not apply to Service and Support Animals approval of the Academic Support Center (ASC). Any student requiring Service Animal or Emotional Support Animal must comply with the University's policies and procedures prior to bringing the animal into Residence Life facilities, See Section 4.3.47.

3.3.39 Prohibited Items/Objects

For the safety of all residents, anything that could be perceived as a weapon is prohibited. The list below is not an exhaustive list of prohibited objects, but merely serves as a guideline as to the type and nature of objects that are prohibited: fireworks, explosives, smoke bombs, firearms, ammunition, BB guns, pellet guns, paintball guns, nerf/orbee guns, hunting knives, swords, throwing stars, nunchucks, billy clubs, mace, pepper spray, and laser pointers.

Also prohibited are: incense, incense burners, hookahs, candles, live holiday trees or wreaths, space heaters, waterbeds, fog machines, flammable/combustible liquids and gases, appliances with open heating elements, metal

tip darts (darts with plastic or velcro tips are permitted), local government signs, and/or emergency lights (these items are subject to confiscation and will be considered as stolen property unless the resident can show proof of ownership), motorized vehicles/scooters, and halogen floor lamps (torchiere lamps). Air fryers and pressure cookers are not allowed in Jaeger and Ondrak Halls.

If any of the above items/objects are found on housing premises, the object/item will be confiscated and disposed of when deemed necessary. Confiscated items will not be returned, and a sanction may be imposed.

3.3.40 Quiet & Courtesy Hours

The University has established specific minimum quiet hours to reduce noise during early and late hours.

Quiet Hours

- 10:00 p.m. – 8:00 a.m. on weekdays (Sunday–Thursday) and 12:00 – 8:00 a.m. on weekends (Friday–Saturday).

Courtesy Hours

- In effect at all times.

Stereos, radios, televisions, musical instruments and

conversations should be kept at levels that will not interfere with other residents. Amplifiers and loud musical instruments may not be used in student rooms. Excessive noise at any time of the day in a building where others might require quiet for study or sleep is a serious offense. If you encounter a noise problem, ask the responsible parties to be quiet. If they persist and/or are unresponsive to your requests, contact your resident assistant for assistance. Repeated noise violations may result in loss of equipment use privilege and/or other disciplinary action.

3.3.41 Removal of Furniture

Furniture in the various lounge areas is for the comfort and enjoyment of all residents. It is prohibited to remove furniture from the lounge areas. If lounge furniture is found in a student's unit, a fine will be charged to the student, as well as a disciplinary sanction imposed.

3.3.42 Room Buyout

Students are sometimes required to move for purposes of consolidation. If you are asked to move due to consolidation, subject to available occupancy and approval by Residence Life staff, you may remain in your current assigned space by electing to buy out the vacant assigned space in your room for an additional \$555 per semester. No student may buy out more than one vacant assigned space. The buyout option is only available to Jaeger and Ondrak Hall residents in Lisle and Alhambra residents in Mesa.

3.3.43 Room Changes

Room changes cannot take place until after the two-week freeze period at the beginning of the semester. Unauthorized room changes (for any reason) will result in a fine of \$100 (for Founders' Woods residents) or \$50 (for residence hall residents) and will require students to move back into their original rooms. Room changes based upon race, color, age, religion, sexual orientation, national origin or disability will not be approved. Room changes are subject to a fee of \$100 (for Founders' Woods residents) and a \$50 (for residence hall residents). Residents may incur additional expenses if the new space is more expensive. Any cleaning, damage, or replacement charges incurred will be assessed applied towards student accounts.

3.3.44 Room Consolidation

Residence Life reserves the right to move any student (if needed) to a different, but comparable space.

3.3.45 Room Furnishings

All room furnishings (furniture including, but not limited to, beds, tables, desks, chairs, and couches) provided by the University must remain in the residents' assigned room. Beds are provided by the University. Lofts are not permitted. Pressure system bunk beds may not be used. Waterbeds are not permitted in resident rooms due to the possibility of damage from leaks or flooding. If any furniture is removed from the apartment or is missing, damaged or placed out on apartment balconies, the resident will be charged for the entire piece of furniture and may be subject to disciplinary action.

3.3.46 Room Entry, Search and Inspection

University staff reserves the right to inspect and/or enter an assigned space when there is reasonable cause (i.e., potential danger to life, safety, or health; assistance during an emergency; repairs to property; inspection for compliance with contract terms; violations of the Student Code of Conduct and/or the Residence Life Handbook, municipal, county, state or federal laws or ordinances). In most cases a room will not be entered without knocking first. Entry following the knock may be preceded by a time lapse of sufficient duration to provide the occupant(s) ample opportunity to open the door. If it is necessary for authorized University personnel to enter a room when the occupant(s) is/are not present,

the student(s) will be notified regarding the reason for the entry. Your room will be inspected at the beginning and end of each semester and periodically during the year. These inspections are conducted to ensure that maintenance, safety and sanitation requirements are being followed. Items prohibited by law or Housing policy may be confiscated, and the residents found in violation will be subject to disciplinary action. A 24-hour advance notice will be posted for all planned inspections except for those made during breaks. It is not necessary for residents to be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection.

3.3.47 Service Animal and Emotional Support Animals

Service Animals (SA) and Emotional Support Animals (ESA) are not considered pets and are allowed in student housing under certain circumstances and must be approved.

Students seeking accommodations must channel requests and seek approval by the Accommodations Review Team from the Academic Support Center (ASC) at least 45 days prior to move in and/or prior to bringing animal into

Residence Life. All approved SA's or ESA's must adhere to and comply with the policies, agreement and expectations and outlined by the ASC office. (<https://ben.edu/academics/academic-support-center/>). Resident visitors that has a service animal must notify the Residence Life staff 48 hours prior to arrival. See Section 4.3.38.

3.3.48 Signs

Signs removed from University, city, county or state property are not permitted in resident apartments. Residents in violation of this policy will face disciplinary action through the University, with referral to appropriate city, county or state authorities.

3.3.49 Smoking and Tobacco

In consideration of the health risks to community members, environmental impact and community member feedback, all smoking, vaping and tobacco product use is prohibited on University grounds effective August 1, 2017. Individuals desiring to smoke may do so in private vehicles only. Cessation programs for employees and students will be announced regularly.

3.3.50 Solicitation

Solicitation of any kind is not permitted within Residence Life without specific permission from the person who they are coming to see. No resident may use a room as a base for any personal business, including serving as an agent for any line of products. Any advertisement for a product or event outside the University must be sent through U.S. mail and be addressed individually to each resident.

3.3.51 Storage

Residents may not leave personal belongings during the summer months. The University does not have facilities to store student property. Please make the necessary arrangements to remove all of your belongings before check-out time. Personal belongings left behind will be discarded after 72 hours of the official check-out date. Students who are in violation of this policy will be charged \$200 for the removal of their belongings.

3.3.52 Student Conduct

All students must abide by any and all University policies and Code of Conduct outlined in the Student Handbook. Misconduct that occurs within the residence halls will be addressed and resolved by Residence Life staff, Dean of Students and members of Student Life division through the Student Conduct Process Section 1.19. Resolutions may include warnings, loss of housing privileges, relocation, community services, educational initiatives, or restitution.

3.3.53 Student Grievance

Students who feel that a University staff member or someone performing work under supervision of a staff member has unnecessarily or inappropriately entered or accessed their assigned space should notify their Resident Assistant or a member of the Residence Life staff or they may complete an official [Student Complaint Form](#).

3.3.54 Student ID - BenCard

The BenCard plays an integral role in the safety and security of students who live on-campus. Each BenCard allows students access to their residence hall and campus eateries. Students are responsible for their BenCard. Loaning a BenCard out to another student is strictly prohibited as this may compromise the safety of other students. Students who share their BenCard with others may face severe sanctions. If a student loses their BenCard, they are responsible for contacting Campus Safety to deactivate their BenCard and purchasing a new one for \$50.

3.3.55 Theft

In an effort to keep personal belongings safe and protected, all residents are encouraged to lock their room and unit door before sleeping or upon leaving the unit (even for a brief period of time). Any theft (even minor theft) should be reported promptly to a Housing staff member and/or University Campus Safety.

3.3.56 Throwing Objects

Tampering with or throwing objects from any window, roof or balcony is strictly prohibited and may result in the termination of a student's housing contract.

3.3.57 Title IX – Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct

The University prohibits conduct which constitutes sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence, and stalking, regardless of whether the alleged prohibited conduct occurred on or off of campus and regardless of whether the alleged perpetrator is a student, faculty, staff, or third party. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. The University will also take steps, if and as appropriate, to remedy the effects

of the violation for the complainant and the University community as may be necessary, and to prevent recurrence of the violation. Finally, the approved policies of academic freedom shall be respected and are understood to be consistent with the implementation of this policy.

To view the Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct, Other Forms of Sexual Violence, Dating and Domestic Violence and Stalking in its entirety, go to: <https://www.ben.edu/compliance/upload/TitleIX-Policy.pdf>.

3.3.58 Unauthorized Entry

Residents and guests are not allowed in unauthorized areas within the residential facilities. Such areas include but are not limited to any space that is officially closed, any place restricted to designated persons only, mechanical and maintenance rooms, the rooftops of the residential facilities, or any place where the safety and welfare of the students and guests could be endangered.

3.3.59 Visitation

As a Catholic institution, Benedictine University has established visitation standards that reflect the University's mission and identity, as well as the nature of each residential community. The visitation policy is enforced by the Residence Life staff in each area. Students who violate the visitation policy are subject to disciplinary action, with repeat violations subject to action up to and including removal from campus housing.

Ondrak and Jaeger residents are permitted to have guests Sunday through Thursday 10:00 a.m. to midnight and Friday through Saturday 10:00 a.m. to 2:00 a.m. Founders' Woods residents have the privilege of 24-hour visitation rights, so long as courtesy is used with respect to roommates and other residents. Residents must also abide all University policies and state and federal laws.

3.3.60 Weapons

The University prohibits the possession or storage of a deadly weapon*, ammunition, or destructive device on any University-owned property. The University also prohibits any carbon dioxide (CO2) and spring-propelled guns on campus. Individuals found in possession of such will be subject to disciplinary action, including dismissal from the University and possible criminal prosecution.

**A deadly weapon is defined as an instrument of offensive or defensive combat, something to fight with, and is any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material.*

Ammunition: Any material capable of being projected by a weapon and makes the weapon operational.

Deadly weapons include but are not limited to:

- Guns and firearms, whether loaded or unloaded.
- Pellet, flare, tranquilizer, air, stun, spear, paintball and dart guns.
- Hand instruments designed to cut or stab another by being thrown, including but not limited to: knives with a blade larger than that of a folding pocket knife (about three inches), swords and epees (fencing swords), stilettos, bowie knives, switchblades, machetes and daggers.

- Striking instruments including clubs, truncheons, baseball bats, blackjacks, metal knuckles and sap gloves.
- Martial arts weapons including nunchakus, tonfas, staffs and throwing stars.
- Bow and arrow combinations.
- Slingshots.
- Destructive devices including hand grenades, explosives, incendiary and poison gas bombs, mines, rockets, missiles or similar devices and includes the unassembled components from which such a device can be made.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. These include such items as mace and pepper spray.

Weapons and Ammunition Prohibition:

- No weapon or ammunition shall be worn, displayed, used or possessed in or outside of the residence halls.
- Any non-resident invited to campus with an instructional purpose must obtain permission for weapon possession in writing from the Director of Campus Safety or their designee while on-campus.

3.3.60 Weapons (cont.)

Exceptions

The University recognizes that there may be activities related to education or research that may appear ship to be in violation of this policy (e.g., physical fitness activities and theatrical productions). In these cases, the department or organization coordinating the activity is then responsible for obtaining written approval (annually) from the University's Director of Campus Safety or designees in advance before following through with the activity.

Violations

Any person found in possession of deadly weapons on-

campus in violation of this Section 4.3.60 will be required to remove the weapon and/or themselves from University property. Any University student shall be subject to further disciplinary action in accordance with the University's disciplinary policies and procedures.

Any possession of a deadly weapon in direct violation of federal, state or local laws will be referred to the Municipal Police Department and may result in legal sanctions.

Call Campus Safety for any violation or suspected violations of this policy.

3.3.61 Windows and Screens

Window screens may not be removed and must cover the windows at all times. For safety reasons, residents may not lean out of the windows or sit on window ledges. Students may not use windows to exit or access their rooms. Displays in windows which are deemed inappropriate and if not removed by the resident(s), such displays will be removed by University staff.