

ADMINISTRATIVE DIVISION STAF Division of Student Affairs and Academic Support		POLICY NUMBER STAF 4.03
POLICY TITLE Campus Housing Policies and Regulations – Activities in Halls		
SCOPE OF POLICY USC COLUMBIA		DATE OF REVISION November 10, 2023
RESPONSIBLE OFFICER Vice President for Student Affairs and Academic Support		ADMINISTRATIVE OFFICE Division of Student Affairs and Academic Support

PURPOSE

The purpose of this policy is to outline campus housing policies and regulations as they pertain to activity in campus housing facilities.

DEFINITIONS

Apartment: a room or a set of rooms behind lockable doors fitted with at least one bathroom and one kitchen in a campus residential living facility.

Apartment or Room Condition Inspection: a report outlining the physical condition of the apartment, room and all university provided furnishings at the time a student moves into their assignment. Students are responsible for documenting any and all damages within the room/apartment noticed upon moving into the space.

Guest: a person not assigned to a room, suite, apartment, or public area of residential floors who has been invited into the residential living facility by a resident.

Neighborhood Service Office (NSO): University Housing has divided the campus up into six “areas” of campus for operational purposes. The NSO manages the specific day-to-day operations of a grouping of buildings within that area.

Resident: an enrolled student that is assigned to a university owned or operated residential living facility.

Resident student conduct system: a process coordinated through the Office of Student Conduct outlining the processes and procedures to investigate and adjudicate any alleged violations of University Housing policies.

Room: a lockable sleeping space fitted with at least one bed in a residential living facility.

Roommate agreement: the roommate agreement is a tool used within University Housing to define the mutually agreed upon expectations of roommates living within a space. This document may include items such as frequency of visitation, internal room quiet hours, how roommates approach conflict, and other similar topics. The roommate agreement outlines a specific living agreement between roommate/apartment mates. Items outlined in the roommate agreement should not contradict stated residence hall or university policy but can be more

restrictive based on the voluntary agreement of all involved parties.

Solicitation: consistent with the policy [STAF 3.17 Campus Solicitation](#), solicitation under this policy is defined as contact for the purpose of: (a) soliciting funds or sales or demonstrations that may result in sales; (b) distributing advertising or other materials; (c) compiling data for surveys, programs, or other purposes; (d) recruitment of members or support for an organization or cause; and/or (e) providing educational information sessions (exclusive of formal USC Columbia academic classes).

Student: A person who is currently enrolled at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus, or who engaged in prohibited conduct at a time when the individual met the above criteria. Individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

POLICY STATEMENT

The University of South Carolina Columbia (hereinafter referred to as the “university”) offers undergraduate housing on campus managed by University Housing (hereinafter referred to as “housing”). As a community of scholars, students are encouraged to engage in behaviors that are consistent with the Carolinian Creed. [Fraternity and Sorority Life](#), the [Office of Student Conduct and Academic Integrity](#) and [University Housing](#) (hereinafter referred to as “housing”) are responsible for promoting positive community standards and responding to violations of policies published in [STAF 6.26 Student Code of Conduct](#) along with campus housing policies and regulations for single undergraduate student contracts, as stated in this policy. Campus housing policies and regulations are designed to promote the health and safety of residents and ensure that the residential living environment is conducive for a resident’s academic success. Students are strongly advised to read all sources of information to understand expectations for their behavior while in or on the premises of campus housing. Violations of the regulations contained in this policy may result in disciplinary action under established university policies.

Regulations may be changed, or new ones may be added, in the best interest and protection of persons and property. Residents will be advised promptly of such changes and/or additions through normal channels of communication.

A. Apartment and Room Care

1. Residents are responsible for reasonable care in the use of all housing facilities including the good order, safety and cleanliness of the space assigned to them. Residents are responsible for reporting all facility-related concerns to Facilities Operations.
2. Residents will be required to review and acknowledge completion of an Apartment or Room Condition Inspection upon initial occupancy. Upon vacating a room or apartment, the condition of that space will be checked against the initial inspection.

Residents will be required to pay for damage other than normal wear and tear. This includes damage to furniture, equipment or structural aspects of the area assigned to them (including shared spaces such as living rooms and kitchen areas) and cleaning required to return the room to its original status upon moving in. Grades, transcripts, diplomas and/or registration materials may be withheld pending final settlement of damage charges. Damage charge procedures are found in the Terms and Conditions of the Housing Agreement.

3. Accumulation of trash and/or materials, including large furniture, in apartments or common areas that could constitute a fire or safety hazard or that block bystander traffic is not permitted.
4. All university-controlled housing is subject to scheduled health, safety, service, preventive maintenance checks, including mandatory bathroom cleaning, pest control and filter changes. An authorized staff member will make periodic checks of facilities after adequate advance notice of at least 24 hours is provided to residents. Where there is due cause, premises may be entered without notice.

B. Apartment and Room Personalization

1. All rooms within housing facilities have standard furnishings, which must remain in the room. Students are responsible for the care of all university-provided furnishings. A [complete list of provided furnishings and individual floor plans](#) is available on the Housing website.
 - a. Some students may wish to supplement or complement the provided furnishings by constructing a loft bed in their room. Students should review the [Loft Procedure](#) and contact the area office that corresponds to their residence hall to request a loft registration form.
 - b. Liquid-filled furniture is not permitted because of the extra weight and danger of damage to property.
5. Decals and stickers are not to be affixed to any university-owned property, including furniture, walls, doors, ceilings, windows and floors. No tape or nails may be used on the walls, doors, furniture or ceilings. Please see the [Housing web page](#) for a complete listing of prohibited materials and additional details regarding approved materials.

C. Apartment and Room Vacating

1. When residents vacate their space, they must officially check out with the appropriate staff according to published or communicated procedures. Failure to do so may result in additional charges including improper check-out charges.
2. Upon withdrawal, suspension, removal or graduation from the university, residents must

vacant their space in accordance with procedures outline in their contract.

3. At the end of the housing agreement, residents living in university housing must vacate their room or apartment within 24 hours of their last exam.

D. Balconies

1. Balconies are considered part of the student's living space and as such must be maintained to the same standards as the apartment.

E. Bicycles, Motorized Vehicles, Scooters, Rollerblades, Skateboards and Hoverboards

1. Bicycles are permitted in residence halls only in approved locations. If bicycles are to be kept in the room, the approval of the roommate(s) is required.
2. Riding bicycles, rollerblades, scooters or skateboards inside campus housing or at the entrance of residence halls is prohibited.
3. Students may not chain bicycles or scooters to fence posts, guardrails, stairwells, sign posts, light posts, fire equipment, trees or anywhere that interferes with an exit from a building. Improperly chained bicycles/scooters will be subject to impoundment. Bicycles abandoned after residence halls close at the end of the academic year will be impounded by campus police.
4. Mopeds, electric-powered scooters and hoverboards are not allowed in campus housing.

F. Cooking Equipment

1. The cooking of food in campus housing is restricted to established kitchens and approved microfridge units except as delineated below.
2. The only cooking equipment allowed in rooms are Underwriters Laboratories (UL) approved appliances that have no exposed heating coils (e.g., coffee pots and sandwich makers), and one microwave oven per room rented or provided by [Standards for Living](#) or students may purchase through an alternate vendor. These units must be in compliance with the university's microwave mandate that requires a dedicated smoke sensor/detector that automatically shuts off the power to the microwave at the first sign of smoke, and thereby helps prevent microwave fires and false/nuisance alarms
3. Tampering with or removing Safe-T elements from stoves (temperature limiting devices) and tampering with hood suppression devices are violations of this policy.

G. Electrical Equipment

1. Only microfridges meeting the [Standards for Living](#) are allowed

2. Extension cords and multiple socket plugs are prohibited due to electrical circuitry design limitations as well as health and fire and safety regulations. Surge protectors with a circuit breaker, an on/off switch and a reset button are approved for use in rooms or apartments. Only one surge protector may be plugged into a socket, and at no time may one surge protector be plugged into another surge protector.
3. Halogen lamps are not permitted in campus housing. Other types of lamps with an open cover on top of the light bulb are prohibited unless they have a safety “cage” device attached on top. All spider lamps are prohibited.
4. All lamps must have the correctly-rated bulb wattage.
5. Fragrance plug-ins are not allowed based on the recommendation from the University Fire Marshal.
6. Only university-issued electric heaters are allowed.

H. Elevators

1. Each resident is responsible for the proper use and care of campus housing elevators.
2. Residents are not to overload or force doors of elevators.
3. Residents are not to vandalize buttons or remove lights from elevators.
4. Student behavior attributed to causing elevator stoppage, including but not limited to excessive jumping in cars and holding doors open, is prohibited and responsible parties are subject to fines associated with the behavior incident a behavioral incident.
5. Unauthorized personnel are prohibited from entering the elevator shaft.
6. Emergency call buttons are to be used only in case of an emergency.

I. Emergency Exits

1. Emergency exits are only to be used during an emergency situation. The use of emergency exits in campus housing for normal entrance or exit is strictly prohibited unless otherwise communicated by a university official.
2. The placement of combustible materials or obstructions in egress corridors or stairwells in campus housing is strictly prohibited by fire code.
3. Access to the roof of any campus housing is strictly prohibited.

J. Guest Responsibility.

1. Each student is responsible for the behavior of their guest(s). It is the responsibility of the host to make sure that the guest(s) understands and abides by all university and campus housing rules and regulations
2. If a resident's guest is involved in any violation of rules and regulations, the hosting resident, as well as the guest, may be subject to disciplinary action
3. Students may be held responsible for violations of policy that occur in their room.

K. Hazardous Materials

1. All campus housing facilities contain hazardous materials. Students should not disturb any building materials including, but not limited to ceilings, pipe insulation, flooring or walls. Students should leave the room in an undisturbed manner.
2. The university will continue to monitor areas that contain hazardous materials and post additional warnings or otherwise communicate special concerns as necessary.
3. Students are required to report any damage to the appropriate maintenance office.

L. Keys/Carolina Card

1. Students are responsible for the safety of their room keys/Carolina Card. Students should not loan their key/Carolina Card to anyone at any time.
2. Students have 24 hours to report a lost/misplaced key/Carolina Card to the appropriate Housing Neighborhood Service office that corresponds to their residence hall. If a student is locked out of his/her room, a temporary key/card may be obtained from the Neighborhood Service office. If the original key/Carolina Card or temporary card is not found or if the temporary key/card is not returned within 24 hours, the locks will be changed or the temporary card will be replaced as needed and the student will be billed for this service. Students who are certain their key is lost may request an emergency lock change.

M. Personal Property

1. The university urges residents to lock their room/apartment/suite doors for personal safety and protection of property.
2. Residents are advised not to keep valuable property or large sums of money in their rooms. Residents are also advised not to leave any personal property unattended in common areas (i.e., clothing in laundry rooms).
3. The university does not assume any legal or financial obligation for any resident's

personal property that may be lost or damaged in its buildings.

4. Residents are [required to obtain appropriate personal property or renter's insurance](#) to cover such losses.
5. Housing is not responsible for any item(s) left behind once a room or apartment has been vacated.
6. Missing items should be reported immediately to the University Police (803-777-4215) and to a campus housing staff member or the Neighborhood Service office that corresponds to the student's residence hall. Articles found in campus housing should be turned in to the appropriate Neighborhood Service office. Articles that are found elsewhere on campus should be turned in at the [Russell House Information Center](#), which is located on the second floor.

N. Pets

1. Small fish are the only pets permitted in the residence halls. Fish tanks should not exceed 10 gallons.
2. Applications Accommodations for emotional support animals to live in a campus residential living facility with a resident must be requested and approved by and registered with the [Student Disability Resource Center](#)(SDRC). The SDRC will contact Housing upon approval to ensure all accommodations are met. Approved emotional support animals are only permitted to be housed in the owner's assigned residential room. The animal cannot be brought to campus until required documents have been vetted by University Housing. The resident will receive notification from University Housing when the animal may be brought to campus
3. Legally registered service animals are permitted temporary access to residential living facilities;

O. Property and Public Area Damage/Destruction

1. Behavior that causes damage to personal or university property is prohibited. This includes, but is not limited to, tampering or removing window restrictors, security screens and other types of property.
2. When hallways, bathrooms, elevators and other public areas in campus housing receive undue abuse, the residents of that area are expected to aid in finding the person(s) responsible. Costs of repairing damages to community property (hallways, bathrooms, lounges, etc.) may be assessed to all residents of the hall or floor when the identity of the individual(s) responsible for such damages cannot be identified.
3. University furniture and equipment may not be removed from lounges, studies, rooms or other areas without specific permission from the Housing area office that corresponds to

your residence hall.

P. Quiet Hours and University Noise Code

1. Quiet hours are in effect from 10 p.m. to 9 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from midnight to 9 a.m.
2. All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. Regardless of the time or day, if a student makes a reasonable request of another student to be less noisy, that student should comply.
3. During exam periods, quiet hours are extended to 24 hours a day.
4. This regulation also applies to residence halls and all common spaces. In the event that a group makes a disturbance (e.g., card or game playing, watching TV or yelling loudly), staff may request that violators leave immediately.
5. All sound systems and stereos must be kept inside, and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in campus housing only in designated places and for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on campus.

Q. Recreational Activities

1. The use of outdoor sporting equipment such as hoverboards, balls, frisbees, golf clubs, bats, squirt guns, lacrosse sticks, bicycles, etc. is prohibited inside all residence halls.
2. Any activity that includes throwing an object or running in the halls is not allowed.
3. Climbing or repelling from any campus housing property is prohibited.

R. Roommate Agreement

1. The roommate agreement outlines a specific living agreement between roommates/apartment mates.
2. Items outlined in the roommate agreement should not contradict stated residence hall or university policy but can be more restrictive based on the voluntary agreement of all involved parties.

S. Security, Window Screens and Exterior Doors

1. The removal, damage or opening of a security/window screen in student rooms or

public areas in a campus housing facility is prohibited and will result in repair charges to residents of the room.

2. Tampering with or removal of window restrictors is prohibited.
3. Throwing objects from windows is prohibited. Residents of a room from which objects are thrown will be held responsible.
4. It is not permissible to hang or place anything in or on windows that may be viewed from the outside of the building other than blinds or curtains.
5. Failure to abide by these stipulations will result in financial charges to the student's university account and/or disciplinary action.
6. Propping or disconnecting door closures of exterior, corridor and stairwell doors is a violation of this policy.
7. Allowing any unauthorized person to enter the building behind a resident (tailgating) is prohibited.

T. Solicitation in Campus Housing

1. Solicitation is prohibited in the residence halls. Newspaper subscriptions may be delivered by resident students or district managers after they have proper authorization from the Director for Residence Life. All other deliveries (excluding personal student mail deliveries which should follow campus mail processes and food deliveries which cannot be received by staff) must be made only to the residential neighborhood service offices and not the residential front desks. Use of lobby tables for soliciting funds is prohibited for external vendors or organizations other than hall/neighborhood governments. Use of lobby tables is permitted for campus organizations and university offices only after permission has been received through the residence life coordinator or director for residence life. External vendors may not advertise, distribute, or leave coupons in the residence halls.
2. More information on [advertising in the residence halls](#) is available on the Housing website.

U. Telecommunications

1. Tampering with telecommunications equipment or the unauthorized receiving of cable television is a federal offense and is considered a violation of university regulations related to compliance with general laws, disruptive activity, and theft or misappropriation.
2. All students and their guests are expected to adhere to policies, standards, procedures and

guidelines related to information technology and security, including but not limited to: [UNIV 1.52, Responsible Use of Data, Technology, and User Credentials](#); and [IT 3.00, Information Security](#). The following wireless devices are not allowed in residence halls: wireless routers and any form of wireless security system. Printers that require a connection to the University wireless network are also prohibited. Please refer to University Technology [Services](#) web page for more information. More information on these, and other applicable policies, standards, procedures and guidelines can be found at the [Division of IT website](#)

PROCEDURES

- A. In accordance with policy [UNIV 3.04 Communicable Disease Outbreak Mitigation Measures](#), University Housing reserves the right to modify and/or amend stated policies and procedures during a period of crisis, including but not limited to a communicable disease outbreak or weather-related natural disaster.
- B. Alleged violations of campus housing policies and regulations
 - 1. Alleged violations of campus housing policies and regulations are to be investigated and resolved in accordance with stated process protections through the university disciplinary process. Certain allegations can violate both the Student Code of Conduct and housing policies and regulations.
 - 2. The set of processes and procedures that involve the receipt of allegations of student misconduct, the investigation of such allegations, and the resolution of such allegations is maintained online by the office of student conduct; see [Student Conduct and Academic Integrity](#)
- C. Appeal of damage assessments and/or housing fines are found in the Terms and Conditions of the Housing Agreement.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[IT 3.00 Information Security](#)

[STAF 3.02 Alcohol Policy and Guidelines for the University Community](#)

[STAF 3.17 Campus Solicitation](#)

[STAF 6.26 Student Code of Conduct](#)

[STAF 3.17 Campus Solicitation](#)

[UNIV 1.52 Responsible Use of Data, Technology and User Credentials](#)

[UNIV 3.03 Quarantine and Isolation of Students, Faculty and Staff](#)

[UNIV 3.04 Communicable Disease Outbreak Mitigation Measures](#)

[UNIV 5.00 Tobacco Free Campus](#)

[UNIV 6.00 Freedom of Expression and access to Campus](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1993	New policy approval

April 14, 2016	This policy was revised to provide clarity and reflect current practice.
July 31, 2019	Policy updated to reflect new policy format and to provide clarity and consistency between policies.
July 8, 2020	Revised to include communicable diseases outbreak and isolation and quarantine measures.
November 10, 2023	Policy updated to reflect current practices and updates to definitions.