



# **University of Pikeville**

*Division of Student Affairs*

**Office of Residence Life**

**Residential Living Guidelines**

Issued: Summer 2024 - Present

# Welcome Home from the Executive Director of Residence Life & Engagement

Dear Residents,

The residence hall staff welcomes you to University housing. We hope that living in University housing will be an educational and enjoyable experience for you. Our staff includes Area Coordinators and Resident Assistants, who are responsible for maintaining a friendly and pleasant atmosphere conducive to good study and personal habits. The Office of Residence Life provides students with opportunities for growth during their college experience, including programming within the residence halls, community service around campus, and fostering friendships among neighbors. Living in the residential community allows students to enhance their social skills and build lasting relationships.

The Office of Residence Life maintains student residences that support the University's educational mission, offering various learning opportunities that promote academic endeavors and personal development. We recognize that learning extends beyond the classroom, and we are committed to supporting this through the residential experiences we provide.

We understand that personal growth and development result significantly from interactions within a diverse environment of people and programs. The Office of Residence Life is dedicated to providing students with a safe, comfortable, and well-maintained living space in an academically enriching environment. If you have any concerns, please contact the Office of Residence Life at 606-218-5224.

Sincerely,

Luke Kopp, MS

Executive Director of Residence Life & Engagement



# About the Office of Residence Life

# About Residence Life

On-campus living offers a balance of challenge and support, enabling residents to learn about themselves and others while taking responsibility for their development. Residence hall living provides opportunities for personal growth and development.

The Residence Life staff works to create an environment that encourages academic excellence, social competence, independence, and a sense of community life.

## Residence Life Staff Structure

**Senior Resident Assistants (SRA) & Resident Assistants (RA):** Senior Resident Assistants and Resident Assistants are committed to fostering safe and healthy environments for residents at UPIKE. We define a healthy community as one that fosters healthy lifestyle choices, respects individual values and beliefs, promotes a sense of belonging, and focuses on academic success. SRAs & RAs are assigned to specific communities and, with support from the Area Coordinator, plan programs, address concerning behavior, and provide academic and personal support to residents. SRAs & RAs participate in a duty on-call rotation to ensure a safe and secure living community and maintain an environment conducive to studying and personal wellness.

**Area Coordinator (AC):** The Area Coordinator is a live-in professional who facilitates, creates, maintains, and promotes a safe and secure residential community. This role supports the learning mission of the University of Pikeville and enhances residents' academic and personal development. The AC supervises Resident Assistants (RAs) in Residence Life, oversees programming and conduct, and manages the budget for the assigned RA staff. When on-call, this position is responsible for the entire residential system, serves as the emergency responder, and directs all on-call/support student staff

and a resident population of approximately 700 students. The AC works collaboratively with other Residence Life professional staff and participates in student affairs committees.

**Coordinator of Student Conduct & Residential Facilities:** The Coordinator of Student Conduct & Residential Facilities serves as the liaison between Residence Life and auxiliary services, including Facilities and Housekeeping. This role is responsible for processing and maintaining work orders, ensuring that residential facilities are safe, functional, and well-maintained. The Coordinator works closely with students to address and resolve facility-related concerns, contributing to a positive living environment. Additionally, this position supports the student conduct process, promoting a respectful and orderly residential community.

**Executive Director of Residence Life & Engagement (EDRL):** The Executive Director of Residence Life & Engagement provides strategic leadership and is responsible for the student life program at UPIKE. The Director supervises three Area Coordinators, administers residential life, and provides leadership to approximately 30 to 40 undergraduate staff members in Residence Life. The Director of Residence Life reports to the Dean of Student Affairs.

# General Policy Statement

This document outlines the primary policies and procedures for residential living at the University of Pikeville. However, it is recognized that not every situation or policy can be anticipated or addressed in this handbook. Therefore, any policy or situation not specifically covered in this document shall be handled at the sole discretion of the Division of Student Affairs.

The Division of Student Affairs reserves the right to make decisions and take actions in the best interest of the residential community and the University. This includes, but is not limited to, ensuring the safety, security, and well-being of all students, addressing unforeseen circumstances, and adapting to evolving needs and challenges. The Division is committed to maintaining a supportive and dynamic living environment that fosters personal growth, academic success, and community engagement.

Any questions or concerns related to these guidelines can be brought to the Dean of Students.

# General Provisions for Student Occupancy

## **Period of Occupancy:**

Residential contracts between the student and the university are for both the fall and spring semesters. Students are not permitted to move into the residence halls before their opening on the Wednesday before classes begin (for new first-year and transfer students) or the Saturday before classes begin (for all upperclassmen) for the fall semester. Similarly, students may not move into the residence halls before their opening on the Saturday before classes begin for the spring semester. Students may request permission to move in early or stay in the residence halls after they have closed by completing the necessary forms distributed by the Office of Residence Life. Permission is granted on a limited basis.

Athletes participating in fall and/or spring sports may be required to arrive before the opening of the residence halls. These dates are determined by the Athletic Director. Each student-athlete is responsible for completing the request-to-stay forms by the advertised deadline.

All residence halls are closed during official University holiday periods (e.g., Thanksgiving Break, Winter Break, etc.); room costs do not include housing during these periods. Students needing housing accommodations during this time are encouraged to seek housing with friends or off-campus alternatives.

Rare exceptions are made for international and distal students who are unable to go home during the break period and for students with official reasons to stay, including athletics, student teaching, research, and clinical work. Details and procedures about housing arrangements during break periods are posted in the halls and published via email before each break period, and students are responsible for following these guidelines. Students must notify the Office of Residence Life to request permission to remain in housing while the halls are officially closed. Students must vacate the premises within 24 hours after completing their last scheduled examination during final examination week or by the official closing time and date of the residence hall, whichever is earliest.

During times when the residence halls are closed for break periods, entry by residents who do not have permission to be in housing is prohibited. If emergency access is necessary during office hours, students must contact the Department of Public Safety at 606-218-5940, and the officer will contact a Residence Life staff member for approval. During times when the residence halls are officially closed, guests are not permitted within the residence halls. This includes residents who have checked out at the close of each semester or those who have not received approval to remain over the break.

# Summer Housing

Summer housing at the University of Pikeville is available to eligible students who meet the outlined requirements and agree to the following terms and conditions:

## **Eligibility Requirements:**

- Students must be registered as full-time undergraduate students for the upcoming academic year.
- All outstanding balances must be resolved before the start of the summer term.
- Students must have no pending Financial Aid holds.

## **Application Process:**

- Interested students must submit a Summer Housing request form. Please note that submitting this form does not guarantee acceptance or placement into Summer Housing.
- A non-refundable Summer Term Balance of \$1,000 must be paid in full by the specified deadline (typically early May). Applications will not be approved without this payment.

## **Housing Assignment and Placement:**

- No single rooms are available for Summer Housing. Room assignments will be determined in May.
- Students will be required to move into their assigned Summer Housing location and then relocate to their fall assignment within 72 hours of receiving notice of reassignment.

## **Additional Considerations:**

- Summer Housing is intended to support students participating in University-approved activities, internships, or academic commitments.
- Limited dining and support services may be available during the summer term; students are encouraged to plan accordingly.

[Summer Housing Application](#)



# Athletic Residency Requirement

UPIKE requires all student-athletes to live in a University-operated residence hall. To apply to live off campus, athletes must meet the criteria delineated in the Request to Live Off-Campus section.

## Request to Live Off-Campus

The Off-campus Residency Application allows students to request to reside off-campus for the following exceptions:

- **Married Students:** Include a copy of your marriage license.
- **Students with Custody of Children:** Include a copy of your child's birth certificate.
- **Students with Documented Medical Circumstances:** Include a legible official letter from your physician on office letterhead detailing the effects and limitations of your condition and why campus accommodations will not benefit your health. This should be submitted to the Disability Resource Center (DRC). The DRC will review the documentation and notify Residence Life of any recommended accommodations.
- **Commuter Students:** Students who live within a 40-mile driving distance of the University of Pikeville campus and will be residing at the home of a parent or legal guardian. Include a driver's license or state ID listing the home address from which you intend to commute. Additionally, a notarized statement may be required, per the request from the Office of Residence Life.
- **Students Aged 23 or Older:** Include a copy of your driver's license or birth certificate to verify age and signature.

If approved, students will be required to update their address with the Registrar's Office.

Rare exceptions to this policy may be granted by the Executive Director of Residence Life or the Dean of Students. The university reserves the right to enforce any restrictions or regulations necessary for the general welfare of residents and/or the maintenance of its property.

Off-Campus Application Request



# Board/Meal Plans

All students living in the residence halls are required to purchase a residential student meal plan. Meal plans are for use by the owner and may not be sold or given to others.

Costs associated with the University meal plan will not be refunded due to lack of usage by the student. In rare cases, students with dietary needs stemming from medical necessity may be exempted from mandatory enrollment in a meal plan. Such requests will begin with the Office of Residence Life and require endorsement from Health Services and the food service provider for approval.

Aramark Food Services is the official food provider for all campus dining at our university. With a variety of locations across campus, students have easy access to delicious and nutritious meals. From grab-and-go options to sit-down restaurants, Aramark offers a diverse range of dining experiences to meet the needs and preferences of all students. Students can choose from a variety of meal plan options to fit their individual needs and schedules. Whether they are looking for a traditional meal plan with three meals a day or a more flexible plan with dining dollars, Aramark has options to accommodate every student's lifestyle.

Additionally, Aramark Food Services is committed to providing high-quality and sustainable food options, catering to various dietary restrictions and preferences.

For any questions or concerns, students can contact Food Services directly through their website at <https://pc.campusdish.com/>. With Aramark as our official food provider, students can enjoy convenient, delicious, and healthy dining options while on campus.

Visit Aramark Dining  
Service Website



# Laundry

Washers and dryers are located in each residence hall. Students are responsible for their own laundry, including bed linens and towels. Laundry left in washers or dryers for over 24 hours will be donated to charity, and no refund will be provided. [Mechanical failures of laundry equipment should be reported to the Coordinator of Student Conduct & Residential Facilities via email at \[housing@upike.edu\]\(mailto:housing@upike.edu\) or by completing the Work-Order Form.](#)

**Important Notice:** *The Office of Residence Life and the University of Pikeville are not responsible for any lost, damaged, or stolen laundry and related items. Students are encouraged to set specific times for doing laundry and to keep a watchful eye on their belongings to ensure their safety.*

Laundry machines are contracted out through a vendor, Jetz. Any issues related to the washers or dryers can be reported as mentioned above. During the academic year, laundry service is provided as part of the housing contract. Guests and non-residents are not permitted to use laundry facilities. Please note: Room occupants are responsible for arranging their own linens, blankets, pillows, and towels.

# Maintenance & Facilities Management

Facilities Management performs repairs as requested by the Office of Residence Life professional staff only. Residents are responsible for promptly reporting all repair needs to ensure a safe and well-maintained living environment.

## Reporting Repairs:

- Non-emergency repairs should be reported using the work order form available at [apps.upike.edu/u/workorder](https://apps.upike.edu/u/workorder).
- In case of emergency maintenance needs or after-hours issues, residents should contact the Office of Public Safety. Public Safety will determine when emergency maintenance should be called.

By taking responsibility for reporting maintenance issues, residents contribute to the timely and efficient resolution of problems, helping to maintain a comfortable and safe residential environment for everyone.

Submit a Work Order



# Entrance to Student Rooms

**Entry and Search:** If there is reason to believe a policy violation is taking place in a room and/or a student's safety may be in jeopardy, a student's room and/or personal belongings may be searched by University officials, including professional Residence Life and/or Public Safety staff. The University also reserves the right to enter student rooms for maintenance, housekeeping, suspected policy violations, and Health and Safety inspections as deemed necessary. Whenever possible, notice of intent to enter a room will be given to a resident in advance; however, given daily university processes, such notification will be rare.

**Entry and Search Procedure:** Whenever possible, entry will be made by at least two people: a professional member of the Residence Life staff and the Director of Public Safety and/or his/her designee (which may include student paraprofessional staff). When student safety is deemed to be in serious jeopardy, it is possible a University official will enter a room alone.

- If reasonable suspicion of a violation exists due to behavior or evidence that is in plain view, can be plainly heard, or otherwise detected, the University official may open/unlock a door and enter the room without delay.
- The University official may open/unlock a door without delay if there is reasonable cause to believe a delay would endanger the health and/or safety of the student or impede the student conduct process.
- If the occupant is present, he/she may stay for the search. If the occupant(s) of the room is/are not present and a search of the room is deemed necessary to ensure that University policies, rules, and expectations are being upheld, the search will be conducted by at least two individuals, one being a professional staff member. The search will be conducted in a private and unobtrusive manner. The University official will note the name(s) of all individuals assigned to that room as responsible for any materials that constitute evidence of a violation. Room inspections may occur during Health and Safety Inspections without resident(s) present.
- The University official may immediately seize and remove any or all material which, by its presence, constitutes evidence that a violation of University policy has occurred. Such removal does not require express permission from the room occupant(s). The University reserves the right to confiscate, retain, and dispose of any and all illegal, dangerous, or prohibited items regardless of value or ownership.

**Health and Safety Inspections:** Health and Safety inspections will be conducted by the Residence Life staff regularly in each residence hall.

Health and Safety Inspections are intended to occur on the second Friday of each month. Students will be communicated with via email if changes need to be made to this schedule.

Inspections are to ensure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is a clean and healthy environment. Other violations found during Health and Safety Inspections will be addressed appropriately (i.e., through the university conduct process). Residents have 24 hours to rectify any health and safety concerns discovered and communicated to them by the Residence Life Staff. Repeat health and safety violations may result in conduct sanctions. Room inspections may occur during Health and Safety Inspections without resident(s) present; when applicable, room search procedures may be implemented if a policy violation is suspected.

Orkin Pest Control is a key partner in maintaining a safe and healthy residential environment. Their services are aimed at preventing pest-related issues and ensuring the cleanliness and safety of living spaces. Regular pest control services help mitigate health risks associated with pests, contributing to the overall well-being of the residential community.

**Emergencies:** Rooms may be entered without authorization in the event of an emergency, i.e., a situation in which a person's health or well-being is threatened and/or personal or University property is thought to be in immediate danger.

# Residence Life Policies



**Activities (Hall Sports):** For reasons of safety and maintaining courtesy hours within the residence halls, sports and other related activities are not permitted to be played anywhere within any residence hall, including personal residence hall rooms. This policy includes, but is not limited to, hockey, skateboarding, soccer, frisbee throwing, water fights, snowball fights, bouncing balls, running, weightlifting, and the use of other exercise equipment (outside of designated workout areas).

The primary goal of this policy is to create a safe and respectful living environment for all residents. Engaging in sports and related activities inside the residence halls can lead to accidental injuries, damage to property, and disturbances to other residents who may be studying or resting. By restricting these activities to appropriate areas, we aim to minimize the risk of accidents and ensure a quiet and conducive atmosphere for academic and personal growth.

**Advertisement:** Students are responsible for all information posted on official bulletin boards. All information must be approved by the Area Coordinator before posting. No information is permitted to be affixed to glass surfaces. Important information will be available on bulletin boards, digital signage, and through the UPIKE email address. It is the responsibility of each student to regularly review this information and stay up-to-date with announcements, events, and policies. Staying informed ensures that all students are aware of opportunities, changes, and important notices that may affect their residential life experience.

**Appliances:** Kentucky law prohibits the use of any device containing a heating element, such as portable heaters, hotplates, George Foreman-type grills, toaster ovens, and toasters, within residence halls. Extension cords are also not permitted; however, surge protectors with breakers are allowed. Each residence hall room is permitted to have only two portable refrigerators with a maximum capacity of 4.5 cubic feet (1.7 cubic feet is recommended). To practice good stewardship and power conservation, it is strongly recommended that roommates share one refrigerator whenever possible.

Large appliances, portable air conditioning units, and electric amplifiers for musical instruments are not permitted in the halls. External radio and TV aerials are also not permitted. All outside furniture and appliances must be approved by Public Safety. Black lights are permitted in student rooms as long as they are in a fixture. However, a black light bulb cannot replace a normal bulb in the main light fixture in the room. Christmas lights are not permitted under any circumstances according to fire code regulations.

**Bicycles:** Residents may store bikes in their rooms but may not ride bikes in the halls. Bicycles may not be stored in public hallways or stairwells. Permission to temporarily store a bicycle in a lounge must be obtained from the Area Coordinator of the building in question. On occasion, bicycle storage areas may be available in the residence halls; the building's Area Coordinator can inform you if any such option exists in their particular building.

**Candles/Incense:** Candles (with or without wicks) and incense are prohibited in the residence halls.

**Identification Card Access (Residence Halls):** Residents will have 24-hour ID card access to their own residence hall. It is each resident's responsibility to ensure that they do not allow non-residents and/or persons who are not their guests access to their residence hall. Doing so is a violation of campus policy, and such students will be subject to conduct action.

Identification cards must be on the person at all times when on campus and shall only be used solely by the person named on the identification card. Allowing others to use your identification card not only compromises the safety of the campus but will also have consequences for both parties: the individual using the identification card unauthorized and the individual whose card is being used.

This policy is in place to mitigate security risks that the University takes seriously. Unauthorized access to residence halls can lead to potential safety issues for all residents. Lost or stolen cards should be immediately reported to the Office of Residence Life so that all card access can be shut off and a new card issued, ensuring the security of the residential community.

**Care of Rooms:** Students are responsible for the cleanliness and care of their rooms. Each student will be accountable for any deterioration or damage to the room or its contents beyond normal wear and tear and will be charged for such damages (see DAMAGE). Housekeeping will regularly clean and remove trash from public bathrooms and public areas. Rooms need to be cleaned, floors mopped, and all personal belongings removed when moving out of a room. Students will be charged a cleaning fee if rooms are left unclean. Students living in any building, other than Community Style, are responsible for the cleaning of restrooms.

Egress must be available at all times from within the rooms and/or suites. This is crucial for ensuring that in the event of an emergency, residents can exit the room safely and quickly. Any obstructions to exits are a safety hazard and must be cleared immediately.

Health and Safety Inspections will be conducted regularly to ensure compliance with cleanliness and safety standards. These inspections are designed to help maintain a safe, healthy, and comfortable living environment for all residents.

**Class Attendance/Enrollment Policy:** A student must be registered for 12 credit hours per semester to be enrolled as a full-time residential student. Only full-time students can live in campus housing.

Any residential student who withdraws, takes a leave of absence, or whose academic course load is reduced to less than 12 credit hours through dropping, withdrawing, or earning final grades of FN (Failure for Non-Attendance and/or Non-Participation) in one or more classes is no longer considered a full-time student.

Once a student officially withdraws from the University or falls below 12 credit hours (including credit request denial), they must meet with the Executive Director of Residence Life. In extenuating circumstances, students enrolled in less than 12 credit hours may be approved to maintain campus residency by the Office of Residence Life.

Students considering adjusting their course load in such a way as to fall below full-time status and who are not able to move out of housing and commute from home should speak with the Executive Director of Residence Life before making such changes.

If belongings remain behind, the University reserves the right to dispose of them as deemed appropriate without necessarily contacting the owner.

Residential students may be monitored to ensure strict compliance with the Class Attendance Policy. Students out of compliance may be removed from housing with no entitlement to a refund of any housing charges.

Students who are reported as having extreme absences from class will be reported to the appropriate university official(s). This can include student success, the athletic department, or the dean of their college.

**Cohabitation:** Cohabitation is defined as the consistent presence of a guest who spends a day, night, or longer period of time in a student's residence hall room. Visitors of the same or opposite gender found to be a consistent presence, regardless of time of day, in a room not their own will be considered to be engaged in cohabitation. The host and student(s) involved will be subject to conduct review through the Office of Residence Life (see also Visitation).

**Consolidation:** The Office of Residence Life reserves the right to consolidate rooms or change a student's room assignment when necessary. Room charges will be adjusted accordingly. If students refuse to consolidate rooms, the refusing student will be charged for the cost of a single room.

**Courtesy and Quiet Hours:** The primary goal of the University is to facilitate and promote the academic mission; therefore, a 24-hour courtesy policy is in effect for all University residence halls. Students are encouraged to help others in their communities determine the appropriate level of sound from any room during this time. Residents of any room who are approached for disturbing the community will be required to make corrections immediately, regardless of the time of day.

All students in University housing must adhere to the following "Quiet Hours":

- 9:00 PM to 9:00 AM Sunday evening through Friday morning (or during evenings preceding class days)
- 12:00 AM to 11:00 AM Saturday morning through Sunday morning (or during evenings not preceding class days)
- 24-hour Quiet Hours start at 5 PM the night before the first final exam and last until 5 PM the last day of exams.

During Quiet Hours, it is expected that noise be confined to individual living units (residence hall rooms and apartments). The noise in a room should not disturb neighbors sharing common walls. Students with repeat violations of Courtesy and Quiet Hours are subject to placement on Level 4: University Housing Suspension.



**Damage:** Students are financially responsible for their individual rooms and the common areas of the residence halls. Charges will be assessed against the student's account if/when damage occurs in a private room or a common area (e.g., hallway, bathroom, lounge) beyond normal wear and tear or when the responsible individual(s) cannot be determined.

Residents are expected to take ownership and responsibility for the care of their rooms and the shared spaces within their residence halls. This includes regularly inspecting their living areas for any damages or maintenance issues and promptly reporting them to the appropriate staff. Taking proactive measures to maintain the condition of the living environment not only ensures a pleasant and safe atmosphere for all residents but also helps in avoiding potential charges for damages.

When moving out, students must ensure that their rooms are returned to their original condition, free of any damage or excessive wear. Failure to do so will result in charges to cover the cost of repairs or cleaning. By taking responsibility for their living spaces, students contribute to a respectful and well-maintained residential community.

**Room Condition Report (RCR):** Each resident and Residence Life staff member will complete and sign a Room Condition Report to document damaged and/or missing furniture or fixtures.

**Initial Room Audit:** At the start of the academic year, the Residence Life staff completes an inventory of the room's condition and items present. This audit will be documented on the Room Condition Report. The residents are then responsible for verifying the accuracy of this audit.

**Closing Room Audit:** Residence Life staff members and/or Physical Plant staff members will check the condition of the room after the student has vacated the room. When vacating the room, the form will be reviewed. Any previously undocumented damages and/or missing furniture or fixtures will be charged to the occupants. The process is complete when the Residence Life staff member makes a final inspection of the room, and charges are jointly assessed by the Offices of Residence Life and Facilities Management.



**RCR Completion:** It is the responsibility of the resident to formally check out of their rooms ANY and EVERY time they vacate a room (i.e., to switch rooms, at the end of the year, etc.)

**Individual Damage Charges:** These are the cost of damages that occur within the residential room. This is determined by comparing the initial room audit and closing room audit. Any damages that occur during the resident's stay will be assessed to their student account.

**Community Damage Charges:** The cost of damages that occur within common areas for which individuals have not been found responsible will be divided among all residents within the residence hall at the end of the academic year. These community-wide damage charges are not appealable. The cost of replacement or repair will be assessed proportionately among students in that section or residence hall. Students with information about others who may be the cause of community damages should immediately report this information to Residence Life and/or Public Safety staff. Every attempt will be made to hold accountable the responsible person(s) to avoid community damages; this requires cooperation from students with information helpful in the investigation process.

**Unclaimed Items:** Students are responsible for removing all personal belongings when vacating their assigned rooms. Items confiscated during Health and Safety Inspections or left abandoned after checkout must be claimed within 30 days. After this period, items will be disposed of at the discretion of the Division of Student Affairs. Students vacating rooms lose the right to any personal items left behind and may incur a disposal fee. If deemed appropriate, unclaimed items may be donated to local charitable organizations.

**Damage Appeals:** Any contested charges may be reviewed through an appeals process. All damages are processed through Maxient, our student conduct software. Information about the Appeal Process will be sent in the formalized letter students receive when they are notified about damages being assessed to their account. This letter will include detailed instructions on how to submit an appeal and the timeline for doing so.

**Damage Repairs:** All requests for repairs should be submitted by residents through the work order form available at [apps.upike.edu/u/workorder](https://apps.upike.edu/u/workorder). If the repair is an emergency, students should contact the Office of Public Safety. Residents are responsible for promptly reporting any damage or maintenance issues in their rooms or common areas to ensure a safe and well-maintained living environment. Taking timely action helps prevent further damage and ensures that repairs can be addressed efficiently.

**Decorations:** Residents are responsible for any damage caused by decorations.

- Nails, thumbtacks, tape of any kind, stickers, decals, and any other devices which damage paint or wood surfaces are not permitted.
- Posters and other decorations may be hung on the walls as long as damage to the surface does not result and as long as they don't interfere with the HVAC or fire protection systems.
- Any partition or hanging materials deemed a fire hazard is strictly prohibited; this includes ceiling coverings.
- Posting materials on the outside of room doors, in hallways, or in windows for public view with the intent to harm or provoke others is prohibited.
- All material posted in public areas is considered a public display and must be deemed appropriate by the Residence Life Staff. This includes materials that are not in keeping with the University's mission and identity.
- Live trees are not permitted as room decoration due to fire issues.
- No paper should be affixed to anything other than a bulletin board. Small non-flammable decorations (wreaths, bows, etc.) are allowed, but decorations that cover the entire door or those that are made of flammable material such as paper or tissue cannot be used on doors.

**Fire Drills and Alarms:** Failure to evacuate a residence hall during a fire alarm or re-entering a residence hall before being permitted by a University official, member of the fire department, or a Public Safety officer is prohibited. Interference with or not adhering to emergency evacuation procedures in a residence hall is prohibited. It is critical that all students vacate any building in less than three minutes during a fire alarm; thus, residents should be familiar with their residence hall and aware of the nearest exit and alternate exits. When the fire alarm sounds, all residents are to proceed quickly and orderly to the nearest stairs and then outside according to the escape plan that is posted on each door. Residents will be notified when they can return to the building and their room after the fire alarm has been silenced and the building cleared by proper personnel.

**Fire Equipment - Tampering:** Tampering with fire prevention equipment is expressly forbidden. If such actions cannot be attributed to an individual(s), those living in the residential area will each be charged a communal damage fine for the cost of repairs and/or replacement of the equipment.

Residence halls are equipped with alternating current powered smoke detectors. If a loud persistent chirping is heard from the smoke detector, it has been activated and the room should be vacated. If an intermittent chirp is heard from the smoke detector, the battery may need replacing and Facilities Management or the Residence Life Office should be notified.

It is the occupant's responsibility to test the smoke detector weekly by pressing the test button. Occupants will be charged a fine for covering or disconnecting a smoke detector on the first offense. On the second offense, you may be dismissed from university housing.

**Fire Equipment - Deliberate Alarm:** Deliberate false alarms that cannot be attributed to a particular individual(s) may result in a fine up to \$500 in addition to the cost of repairs and replacement of the equipment allocated through community damage charges. Failure to exit a building during an alarm (false or otherwise) will result in student conduct action



**Floor Meetings:** Throughout the year, floor or all-hall meetings may be called. These meetings are typically held at the beginning of each term, prior to breaks when the residence halls close, and before Hillbilly Days, as University policies and procedures are modified. Floor Meetings will be advertised 48 hours in advance to ensure all residents have adequate notice.

All students should attend scheduled meetings, especially those indicated as mandatory. If a student is unable to attend a mandatory floor meeting due to a previous commitment, they must schedule a meeting with the Area Coordinator no later than 24 hours after the conclusion of the last floor meeting. This ensures that all students receive the necessary information and updates.

Students who miss a mandatory floor meeting and fail to schedule a follow-up meeting with the Area Coordinator are responsible for obtaining the information they missed by contacting their Resident Assistant or Area Coordinator directly. These meetings are crucial for disseminating important information, updates, and changes in policies that affect the residential community.

**Furniture - Personal:** Residents may bring personal furniture such as chairs and bookcases. Waterbeds are not permitted. Any outside mattress must be approved by the Director of Residence Life. The Director of Residence Life or his/her designee may prohibit any personal furnishings considered too large or potentially dangerous (fire hazard, etc.) for any residence hall room. University-provided furniture cannot be removed from the room under any circumstance unless approved by the Office of

Residence Life Professional Staff (Director/Coordinators).

**Furniture - University:** Students are not permitted to remove furniture, furnishings, or other equipment from any University facility; this includes, but is not limited to, window screens. Lounge and public area furniture may not be moved to another area or to a student's room. Students may not switch furniture from one residence hall room to another without written permission from the Office of Residence Life Professional Staff (Director/Coordinators). Built-in furniture (fixed location) may not be altered or moved from its location within a room.

**Illness:** Residents should inform the staff of any illness, injury, or accident so that proper medical attention can be received, and notification can be given to the Dean of Students to determine if a student's health may place others at risk (e.g., flu, hand-foot-and-mouth disease) and may need to be quarantined. If it is determined that a student is at risk, the student will be expected to move from their room and remain in isolation and will be excused from class and dining services until a medical professional determines the student is not contagious. A Residence Life professional will ensure that food is delivered to the student while they are quarantined. Please consult your personal physician if you have any questions.

**Lock Outs:** It is the responsibility of the student to have their room key/ID Card in their possession at all times. Residence Life staff are available to assist students in the event of a lockout. If a lockout occurs, a resident will be charged:

Occurrence	Charge (\$)
1st Lockout	\$0
2nd Lockout	\$10
3rd Lockout	\$20
4th Lockout	\$30
5th Lockout	\$40

Any additional lockouts will be charged \$50 and could result in possible removal from the residence hall and/or separation from the university.

**Lofts:** Self-constructed lofts are not permitted for safety and security purposes.

**Mailbox:** Residential students are automatically assigned a mailbox within the first week of classes. This process is managed by the Facilities Department. Mailboxes are located in the Wickham Student Lounge. Packages can be picked up from the Shipping and Receiving area on the Ground Floor of the HPE Building between 1:00 PM - 3:00 PM

- Student First Name Last Name  
CPO <Your Mailbox Number>  
147 Sycamore Street  
Pikeville, KY 41501

**Maximum Occupancy:** The University recognizes the need for student interaction and the need to build a strong residential community. In the interest of safety, however, the University allows only eight (8) people/residents per double occupancy residence hall room and four (4) for single occupancy rooms that are smaller in size. No more than twenty-four (24) people are permitted within the entire suite, including the bedrooms, lounge, bathroom, and hallway at any given time. These restrictions are set in place per advisement of the local and state fire authorities for purposes of safety in the event of a residence hall fire.

**Motorized Vehicles:** Two- and four-wheel motorized vehicles (e.g., motorcycles, mopeds, ATVs, and dirt bikes) must be parked in University-assigned parking spaces (between yellow lines) and are not permitted within the residence halls. See additional guidelines outlined on the following website:  
<https://www.upike.edu/undergraduate/student-affairs/public-safety/parking/>

# Animals on Campus

**Pets:** University health and safety regulations prohibit pets (mammals, rodents, reptiles, insects) in the residence halls except species of non-carnivorous aquarium fish in a tank no larger than 5 gallons. This policy helps maintain a clean, safe, and allergen-free environment for all residents.

Exceptions: The only exceptions to this policy are granted by the Dean of Students and are outlined within the Animals on Campus Policy. These exceptions include Emotional Support Animals (ESAs) and Service Animals, which are permitted under specific conditions.

Emotional Support Animals (ESAs): ESAs provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. To have an ESA in the residence halls, students must:

- Submit appropriate documentation from a licensed mental health professional or physician that supports the need for the ESA.
- Obtain approval from the Office of Residence Life
- Ensure the ESA is well-behaved and does not pose a threat to the health and safety of others.

Service Animals: Service Animals are trained to perform tasks for individuals with disabilities. These animals are permitted in all areas of campus where the public is allowed. Students with Service Animals should:

- Register the animal with the Office of Residence Life and the Disability Resource Center.
- Provide documentation verifying the animal's training and the specific tasks it performs.

Both ESA and Service Animal owners are responsible for the care and supervision of their animals. This includes keeping the animal under control, ensuring the animal is clean and healthy, and being responsible for any damage caused by the animal.

For further details on the procedures and requirements for having an ESA or Service Animal on campus, students should contact the Office of Residence Life via email at [housing@upike.edu](mailto:housing@upike.edu).

**Residence Hall Access:** Students found responsible for jeopardizing the security of a living area by circumventing security systems (such as forcing open locked doors or propping open doors) are subject to conduct action, including but not limited to the full cost of repair to the security system. Residence Life staff and/or Public Safety officers are available to help a student gain access to their residence hall building and/or room when the resident may not have their keys with them. Residents should immediately call Public Safety (606-218-5940) to report any suspicious behaviors and/or persons asking to be let into a residence hall without a proper escort by a resident of the hall.

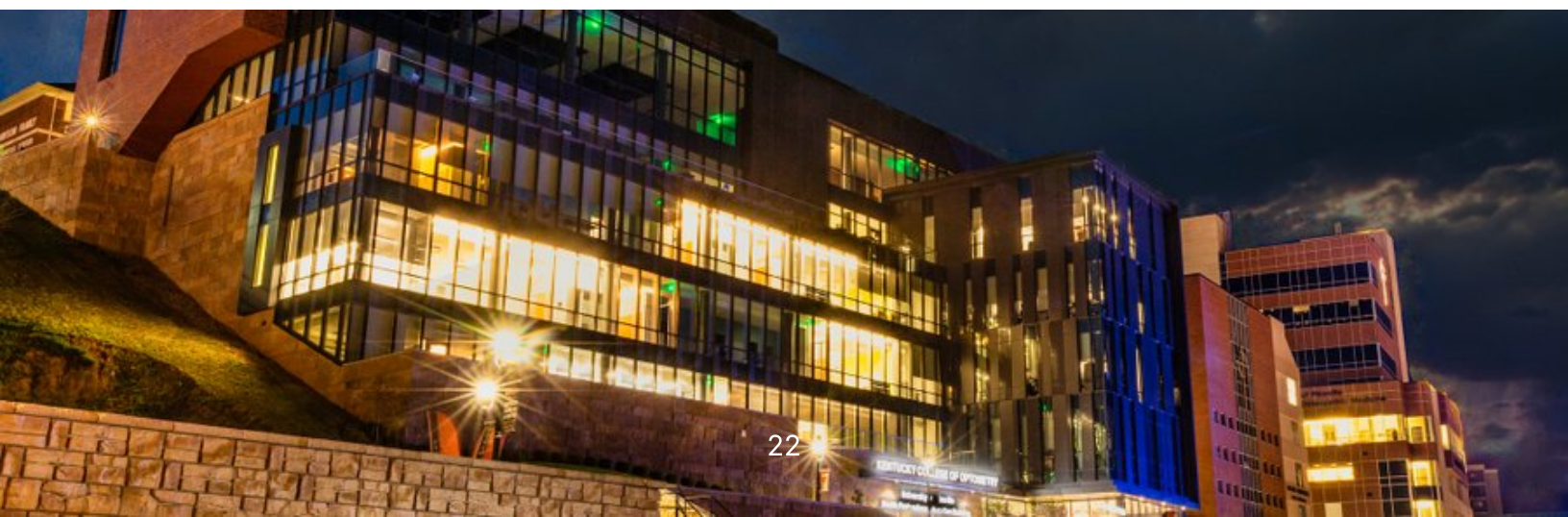
**Room Assignments/Selection:** The Executive Director of Residence Life and/or his/her designee coordinates room assignments:

- Each upper-class student may select a roommate during housing selection each spring.
- Incoming new students may indicate a roommate preference but are not guaranteed this preference during the summer prior to matriculation.
- The Office of Residence Life has the right to assign students to vacant spaces in rooms at any point during the academic year.
- Students must be cleared (e.g., a zero-account balance, forms and contracts completed) from Student Accounts, Financial Aid, and the Office of Residence Life before they are permitted to move into housing.

**Room/Roommate Changes:** Roommate changes are not automatic. During the first three weeks of each semester, room changes will not occur unless in

extenuating circumstances; this will allow Residence Life staff time to identify available space in each residence hall and encourage residents to give ample time to adjust to their roommates.

- Students with roommate conflicts should first discuss the situation with their Resident Assistant and then with the Area Coordinator of the building.
- Relocating is only an option after open communication occurs between roommates and when the problem is deemed not solvable while continuing the roommate relationship.
- Students may be asked to participate in mediation or conflict resolution with Residence Life staff.
- Only in exceptional cases will students be allowed to move or change roommates before the third week of each semester.
- It is the resident's responsibility to formally check out of their rooms ANY and EVERY time they vacate a room (i.e., to switch rooms, at the end of the year, etc.)
- **Health and Safety:** To ensure a safe and healthy living environment, Residence Life conducts Health and Safety Inspections on the second Friday of each month. These inspections aim to identify potential hazards, enforce university policies, and address any maintenance needs. As part of this effort, UPIKE contracts with Orkin Pest Control to perform regularly scheduled inspections and pest control services. Inspections include a visual review of student rooms and common areas to ensure compliance with safety standards. Students will be notified in advance, and any violations or concerns will be addressed accordingly.



**Shuttle Service:** UPIKE offers limited shuttle service to and from selected airports during official breaks, including Thanksgiving, Winter Break, Spring Break, and the End of the Year. Please note that shuttle service is not available at the start of the school year. Dates and times are published a year in advance, and registration is extremely limited. For detailed information and to register, visit UPIKE Shuttle Service.

**Single Room Policy:** In general, singles may be assigned/made available:

- For documented serious medical reasons; medical documentation [from a medical doctor on office stationery] is required and needs to be renewed each academic year. Requests are granted based on the availability of single rooms; priority consideration will be given to requests made with necessary documentation by the deadlines as advertised on the UPIKE Housing Website.
- After room consolidation at the beginning of each academic semester as space allows.

Other situations that may lead to a student having a single room:

- Students whose roommate became a Resident Assistant during the semester will not be charged the single supplement for the remainder of that semester. If they do not have a roommate for the following semester, they will be charged the single rate or consolidated.
- Students removed from their rooms because of a Student Conduct violation will be automatically charged the prorated single supplement for the room to which they are moved.
- Students who have roommate conflicts and need to move to resolve those conflicts will be charged a single rate from the day they are moved if they move to a single room and the applicable rate for the building to which they move. The process for conflict resolution must be followed first prior to any move. Moving is a last effort to resolve these types of personal conflicts.
- Other situations will be addressed individually as they arise by the Dean of Students, Executive Director of Residence Life, and/or his/her designee.
- All moves from one building to another or from one room to another must first be approved by the Area Coordinator of the building(s) and the Executive Director of Residence Life. Fines and Room Damage Costs will be assessed for violations of this policy. Students who purchase a single room must pay the single room rate for that building. It is the responsibility of each student to check with the Office of Residence Life to obtain a list of students available for roommates.

## Solicitation

Door-to-door sales and distribution of advertisements within the residence halls are prohibited. Residents or registered student organizations may use public and common areas with approval from the Executive Director of Residence Life and/or Assistant Director of Activities.

No door-to-door solicitation is permitted. Residents may not conduct personal and/or commercial business from their rooms without written permission from the Office of Residence Life; on occasions, residents may be permitted to do so as long as it does not interfere with academic community standards, the mission of the University, and computer usage guidelines.

**Theft:** Report any theft immediately to the Department of Public Safety. The Dean of Students will also be notified. The University does not assume responsibility for personal property kept at the University.

All Students Should:

- Keep room doors and windows locked whenever the room is left unoccupied, even for short periods of time.
- Clearly mark all personal items with a personal identification number other than your social security number.
- Record serial numbers/make of stereo, computers, etc., in a separate secure location.
- Not keep large amounts of cash or other valuable items (such as expensive jewelry) in a residence hall room.
- Subscribe to private insurance for belongings that may be damaged and/or stolen during the student's time in campus housing.
- Students are encouraged to make sure their personal property is covered by insurance. Information concerning available insurance coverage can be obtained from the Student Affairs office.
- **Students residing on campus are encouraged to obtain renters insurance to protect their personal belongings against theft, damage, or loss. While UPIKE does not officially endorse any specific provider, National Student Services, Inc. (NSSI) offers competitive rates and a straightforward process tailored to student needs. Obtaining coverage can provide peace of mind and financial protection during your time at UPIKE.**
  - For more information, visit NSSI.

**Trash:** Disposing of trash in unauthorized areas, including leaving trash in lounges or hallways, is prohibited.

- **Proper Disposal:** All residents are required to dispose of their trash in the designated trash rooms or dumpsters provided in their residence halls. Trash should be securely bagged to prevent spills and odors.
- **Responsibility:** It is each resident's responsibility to ensure that their living area and common spaces remain clean and sanitary. Leaving trash in unauthorized areas can lead to health hazards, pest infestations, and unpleasant living conditions for everyone in the community.
- **Consequences:** Residents found disposing of trash improperly will be subject to disciplinary action, including potential fines or community service assignments. Repeated violations may result in more severe consequences, including loss of housing privileges.
- **Recycling:** Students are encouraged to recycle whenever possible. Recycling bins are provided in various areas for items such as paper, cardboard, and certain plastics. Proper recycling helps reduce waste and supports the University's sustainability efforts.
- **Reporting Issues:** If you notice any issues with trash disposal facilities, such as overflowing bins or broken equipment, please report it to the Coordinator of Student Conduct & Residential Facilities via email at [housing@upike.edu](mailto:housing@upike.edu) or by completing the Work-Order Form at [apps.upike.edu/u/workorder](https://apps.upike.edu/u/workorder).



# Visitation

**Visitation applies to any person who does not live in the hall they are visiting; such persons may be residents living in other halls or campus visitors/guests who reside off-campus (this includes family members).**

University of Pikeville's Visitation Policy serves three primary goals:

- The policy secures students' right to live in a supportive atmosphere that protects the safety, security, and privacy needs of all the students living in the community.
- By having policies, first-year and upper-class students are afforded a developmentally appropriate experience to exercise their best judgment and to make increasingly responsible decisions.
- By limiting guests under the age of 18, the University limits potential exploitation of minors and provides care for the moral development of guests who are minors and of our students.

All goals are essential to our University mission of providing opportunities for the ongoing development of students' sense of responsibility, conscience, and intellect, and to encourage and help students to recognize new experiences as opportunities for further growth.

## **All Visitation Policies Are Governed by the Following Principles:**

- The rights of a roommate are respected at all times, particularly as noted above. Roommate rights receive higher consideration than the desires of guests since roommates are paying room costs. When roommate conflicts result from the presence of visitors in the room, residents are to work with their roommate and Residence Life staff to find an acceptable resolution to the conflict. If an acceptable resolution cannot be reached, a room change may be an option.
- Students who give hall access to non-residents who are or are not their guests may be held accountable for violating the campus visitation

policy for providing unauthorized access that jeopardizes building safety and security.

- Students are responsible for the behavior/actions of their guests at all times; this includes students hosting overnight prospective students.
- All visitors must be escorted by their host at all times inside and outside of the residence hall rooms.

**Traditional Visitation Hours:** Visitation Hours are as follows:

- Sunday-Thursday: 10 AM to midnight
- Friday-Saturday: 10 AM to 2 AM

Due to the safety of the campus, there may be times when the university administration may have to restrict access for all visitors. Students will receive an official notification from the university administration denoting the time period of a restriction.

## **Visitors Under 18:**

All non-student guests, including those under 18, must receive prior approval from the Office of Residence Life before entering the residence halls. The host student is responsible for ensuring compliance with this policy.

By adhering to these guidelines, we aim to foster a safe, respectful, and inclusive residential community where all students can thrive.

**Windows:** Misuse of windows is prohibited. Unless in the event of building evacuation for safety and security reasons, at no time are students or guests/visitors to use windows in the residence halls to gain entry into or to exit from the residence hall. This activity is considered an unlawful entry into a campus building and is a major breach of campus safety and security procedures. Residents are also not permitted to remove window screens for any reason except in the case of a necessary emergency exit. Clothing, towels, or other articles are not to be hung or displayed in the windows. All cases will be processed through the Student Conduct system, and the student will be charged to replace the screen.

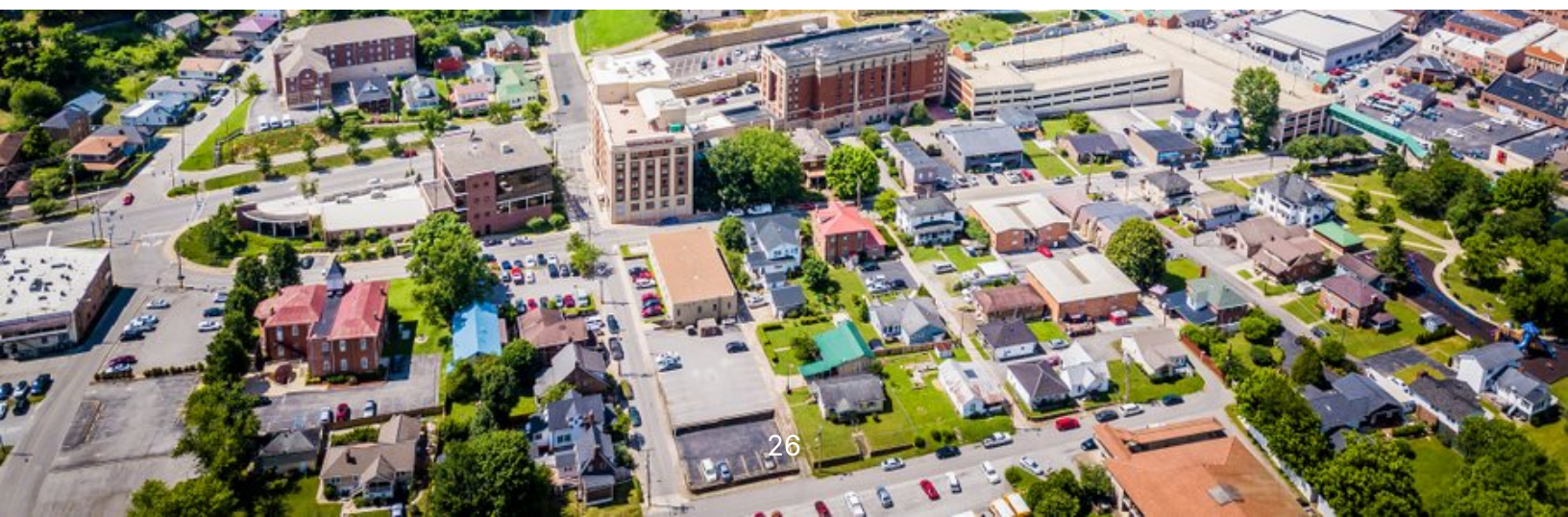
# Stay Informed during Emergencies

The Campus Emergency Response Guide at UPIKE provides detailed procedures for various emergencies, including severe weather, active shooter situations, fires, and evacuations. It emphasizes the importance of being prepared, knowing shelter locations, and following specific actions during emergencies like RUN-HIDE-FIGHT for active shooter incidents and immediate evacuation during fires. The guide also outlines communication protocols, including the use of BEAR Alert for emergency notifications.

BearAlert is a mass notification system that the University of Pikeville has in place that quickly notifies subscribed users of any campus emergency or notification that can impact campus as a whole. BearAlerts include emergency situations, such as lockdowns or weather-related incidents that may result in the university closing down.

Emergency Response  
Guide

Learn More about  
BearAlert



# Useful Links and Contact Information

## Links

- [Student Handbook](#)
- [Residence Life](#)
- [Public Safety](#)
- [Register for Parking Permit \(FREE!\)](#)
- [Housing Portal](#)

## Contact

- Housing | [housing@upike.edu](mailto:housing@upike.edu) | 606.218.5224
- Public Safety | [publicsafety@upike.edu](mailto:publicsafety@upike.edu) | 606.477.0262

