

CARSON-NEWMAN UNIVERSITY

GUIDE TO
RESIDENCE LIFE
2025-2026



CARSON-NEWMAN
A CHRISTIAN UNIVERSITY

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CARSON-NEWMAN MISSION AND VISION

Vision

We will be the Christian liberal arts-based university of choice in the Southeast for education and service.

Mission

Our mission as Christian educators is to help our students reach their full potential as educated citizens and worldwide servant-leaders.

Identity

Carson-Newman University is a Christian, liberal arts-based University, built upon the Lordship of Jesus Christ as evidenced historically and revealed in the Scriptures and affiliated with the Tennessee Baptist Convention. Carson-Newman is committed to providing a Christ-centered educational experience that is dedicated to expressing Truth, Beauty and Goodness in service to the Appalachian region and beyond as an extension of the Kingdom-focused ministry of the Church.

Statement of Faith

Carson-Newman is grateful for its partnership with churches of the Tennessee Baptist Convention. Their faithful prayers, support, encouragement have been instrumental to the University's ability to offer a distinctively Christ-centered education. In acknowledgement of this investment by Tennessee Baptists and in support of the rich confessions that identify Southern Baptists, C-N's Board of Trustees has affirmed the Baptist Faith and Message 2000. This confessional statement provides an invaluable connection to our Baptist heritage and doctrinal identity.

CARSON-NEWMAN CAMPUS MAP



RESIDENCE LIFE STAFF INFORMATION

Meet the Staff

The C-N Residence Life Team is dedicated to serving the residential community and the University as a whole. Our staff goes through a rigorous selection process and training program to maintain an educational environment conducive to academic success, individual growth, and community development.

So that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it. 1 Corinthians 12:25-27

Residence Director (RD)

The RD is a professional staff member who oversees each residence hall. RDs serve as a liaison between residents and the University community they work to provide direction for student learning and academic success by coordinating the administrative, supervisory, and programming facets of the residence halls. The RD serves in a 12-month position.

Resident Assistant (RA)

RAs are current Carson-Newman students, selected because of their leadership on campus. RAs live throughout each building to serve as a holistic resource to students and an ambassador of the University's mission and policies. The RA also assists in orienting students to college life at Carson-Newman, resolving roommate conflicts, and organizing community programs. An RA is on call in each residence hall from 7pm-8am.

Student Chaplains

The Student Chaplaincy Program seeks to intentionally share the Gospel of Jesus Christ through community living and relational connections. Trained and supervised by The Campus Ministries staff and working in coordination with the Residence Life Staff, student chaplains are current C-N students chosen to care for the needs of others living in the residence halls.

RESIDENTIAL POLICIES

The following policies and regulations are specific to residential living. All C-N students who reside in or visit our residential facilities are expected to abide by these policies. Furthermore, students are expected to govern themselves according to the Eagle Student Handbook, as well as federal, state, and local laws. All policies and regulations contained herein are subject to change without notice at the discretion of the University.

AC Unit Students in Alumni, Burnett, Heritage, and Swann Halls should leave 24 inches of clearance around the AC unit within the room.

Alcohol and Other Drugs Carson-Newman University is an alcohol and drug-free community. The university prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs and drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter drugs, and synthetic drugs on its property or as a part of any of its activities. This prohibition includes all THC-containing products, even if those products are purchased legally by a person over the age of 21. The prohibition against the use, possession or distribution of alcohol and drugs also includes possession or distribution of empty alcohol containers and/or drug paraphernalia. No person may be intoxicated or under the influence of alcohol or illicit drugs while on campus or at university activities. Whether a student has violated the alcohol and illicit drug policy may be determined by evidence such as the odor of alcohol or drugs or questionable conduct suggesting that the student is under the influence of such substances (such as slurred speech, vomiting, passing out). For further information and the full Alcohol and Drug Policy, please refer to the Eagle Student Handbook.

Candles, Incense, Open Flames Any type of open flame or the presence of such items (candles, incense, tiki lamps and torches, etc.) is strictly prohibited. Even unused (decorative) candles (with or without wicks) are prohibited in residential facilities. The presence of any type of open flame (or evidence of a flame) in university property will result in confiscation of the item.

Cleaning Custodial service is provided for residence hall commons areas including bathrooms. Students are responsible for keeping their rooms or apartments orderly and sanitary and for cooperating in the upkeep of commons areas, including the Honors Houses and shared apartment space. The Office of Residence Life may refer any student not meeting the expectations of a clean or sanitary room to the disciplinary process, and the student may be subject to Health and Safety Fines of a minimum \$25 fine for unsanitary conditions or neglect in the upkeep of a room, lobby or apartment entrance.

Collective Damages Damage and vandalism are costly and undermine the quality of life in residence halls. The university expects members of the residential community to aid in the prevention of vandalism. Residents are individually responsible for damage to their living units and furnishings and are collectively responsible for damages to common areas. Residents of a building, or part thereof, may be assessed charges for repair of damage to common areas if no student comes forward to accept responsibility. Collective damages could be billed to each student up to \$100 per student.

Combustible Materials Residents may not store combustible materials in the residence halls. This includes, but is not limited to chemicals, fireworks, explosives, CO₂, air-propelled weapons, or paintball guns. These items will be confiscated and removed from the Residence Hall.

Community Standards Carson-Newman values the residential experience of all students in our distinctly Christian community; therefore, all residents are expected to respect the physical and emotional rights of fellow residents, whatever their race, sex, religion, or national origin both in person and on all platforms of communication. Please see the Eagle Student Handbook policy on Discriminatory Harassment for more information.

Contraband Items Possession of items that do not belong to the resident is prohibited. This includes, but is not limited to local, state or federally owned property such as street signs, realtor's signs, road signs, Carson-Newman signs or banners, and equipment owned by the Department of Transportation. Violators will be referred to the Department of Public Safety and/or the disciplinary process. Contraband items will be confiscated.

Electrical Appliances In order to insure maximum health and safety standards in residential areas, several categories of electrical appliances have been established. Those categories are as follows:

- Prohibited Appliances (which may NOT be used or stored in residence halls) including but not limited to: space heaters, electric blankets, grills (including George Foreman grills), griddles, hot plates, electric frying pans, heating/immersion coils, open-coiled appliances, toaster ovens, instapots, crock pots, air fryers, and any appliance with an open hot surface. The exception to this policy is Appalachian Commons and Houses. George Foreman grills, griddles, crock pots, instapots, air fryers, and toaster ovens may be used and stored only within the kitchen space of Appalachian Commons or residential student houses.
- Kitchen Appliances: Select kitchen appliances with hot surfaces may be used and stored in the community kitchen area of the residence hall. Carson-Newman is not responsible for loss or theft of these items. George Foreman grills, griddles, crock pots, instapots, air fryers, and toaster ovens may be used and stored only within the community kitchen space of the residence hall.
- Room Appliances (which may be used and stored in student rooms): musical instruments, hair dryers, fans, blenders, hot-air popcorn poppers, irons and single cup coffee makers without an open heating surface.
- Lighting Regulations: The university does not permit the use of halogen lamps or any other light that produces excessive heat in the student residential areas. Overhead, or room, lights may not be covered with any material. No lights may hang from the ceiling. Strobe lights, sun lamps, LED light strips, and heat lamps are all prohibited. LED and CFL lightbulbs are encouraged when possible.
- Refrigerators which are 4.0 cubic feet or less and are Energy Star rated are permitted. Microwaves (between 700-800 watts) are allowed in residential areas.
- Air Conditioners are prohibited.
- The university reserves the right to remove and/or confiscate any appliance or device it deems unsafe or problematic to a facility's electrical system.
- Residents may not alter any electrical devices in the building.
- All confiscated electrical items will be held by Residence Life until arrangements are made to return the item to the student, at which time it must be permanently removed from campus, such as a university break or holiday. If confiscated items are not picked up by the end of the semester, they will be disposed.

Electrical Extensions The use or possession of 2-prong extension cords, multiple plugs, or multiple plug converters is prohibited within all residential areas. 3-prong extension cords not longer than 6 feet in length are permitted. Multiple cords cannot be connected to each other.

Electric Vehicles Electric vehicles, such as scooters or hoverboards, are not to be used or stored within the residence halls. This includes but is not limited to rented scooters or other items meant to be utilized outside. Drones may not be flown within any residence hall.

Fire Safety Residents are prohibited from tampering with all fire safety equipment. Residents cannot cover the smoke detector, or remove the batteries, in the residence hall room for any reason. Students are not permitted to hang anything from the ceiling or sprinkler pipes. Fog or smoke machines are not allowed to be utilized in the residence hall at any time.

Liability and Rental Insurance The university is not responsible for personal property and is not liable for damages to students' property caused by vandalism, mischief, or other students' negligence. The university is not liable for damages caused by electrical or mechanical failures or difficulties, or broken water pipes, flooding, or mold. Additionally, the university is not responsible for abandoned items and personal items left in common areas. Students are strongly encouraged to obtain insurance through guardian's insurance company or purchase individual personal property insurance to cover possible losses. Coverage should include both losses of university property and losses of property owned by others, which a student may cause.

Noise and Disruptive Activity The residential environment is one meant to be supportive of the academic mission and focus of the university. As such, noise, or other activities which are excessively loud and/or may be bothersome to other people are strictly prohibited.

- Courtesy Hours are in effect 24 hours a day, 7 days a week, meaning that students are expected to respond positively to any request by another student to lower noise levels.
- Quiet Hours are in effect from 12 a.m.- 8 a.m. every day of the week. Loud or excessive noise is strictly prohibited during these hours. An inappropriate noise level during this time is defined as noise above normal conversation levels. Some examples may be playing loud music, loud talking in hallways or common spaces, social functions, and/or slamming doors. All residential members should respect the community in their behavior.
- Final Exam Quiet Hours are in effect starting on the last day of classes each semester and initiate a 24-hour quiet period until the last final of the university is concluded. This "24-hour Quiet Hour Period" is administered to accommodate additional studying during the exam period.
- Disruptive Activity is defined as any activity that disrupts the atmosphere of a living and learning environment, such as sports, horseplay, dart board and darts, or activities that may be harmful or hostile to oneself or other students are strictly prohibited.
- Personal amplification systems and DJ Equipment are prohibited from use in the residence hall at any time.

In addition, all members of the community are encouraged to actively confront others who may be in violation of the above policies or alert a staff member. Residence life staff members will confront and address all noise and disruptive activity issues brought to their attention.

Overnight Guests Residents may host same sex guests, including siblings, overnight if they are over the age of 18 and have registered as a guest. Overnight visitors under 18, of the same sex, may be hosted with parental consent. Overnight guests can stay a maximum of three (3) nights in the residence hall, with the permission of the resident's roommate(s). Guests may not stay during break periods, preseason activities, or at the discretion of the RD. All guests must be registered via the Guest Registration Form found on our

website. Additionally, if an overnight guest's belongings are discovered without a registered guest form, the resident will be referred to the Residential Disciplinary process.

Pets in Residence Students may not have pets and/or other animals in university residence halls. The only exceptions are fish in 10 gallon or smaller tanks and animals approved through Disability Services. Students are also prohibited from keeping or providing for animals in a residence hall. Visiting animals must be kept outdoors and leashed. If an unapproved pet is found in the residence hall the student will be charged \$100 a day.

Pornography Pornography or pornographic material is not allowed in the residence halls in any form. Students found in possession of such material will be referred to the disciplinary process.

Responsibilities for Guests on Campus Members of the Carson-Newman community bear ultimate responsibility for the actions and behaviors of guests they invite into our community.

Right of Entry The university respects the privacy of individuals, and when access is required, will make every reasonable effort to enter a resident's room while the resident is present. However, authorized university personnel may enter a university residence at any reasonable time, with or without notice, to:

- Inspect the health and safety of facilities.
- Provide maintenance to university property within a residence.
- Investigate suspected violations of university policies or unlawful activity.
- Address emergency conditions.
- Lock doors or windows or otherwise secure the buildings.

Room Furnishings University-provided furniture is unique to each hall/residential facility. The university reserves the right to remove furniture or fixtures which students add to the rooms if it is determined that those items present a health or safety hazard. Students should be aware of the following parameters:

- Painting is prohibited.
- Items cannot be nailed or drilled into the walls.
- Waterbeds, hot tubs, and Jacuzzis are not allowed in residential facilities.
- Furnishings are not to be used for any function other than their intended purpose.
- University equipment, furniture, or furnishings may not be removed or disassembled. Students will be charged for replacement or repair costs.
- The installation of furnishings or alterations such as unapproved loft systems and partitions are prohibited. This includes bed risers of any kind. Approved loft systems are provided in some residential complexes as available.
- Students are not permitted to repair damages which have occurred to university property or furnishings.
- Students who choose to leave indoor furniture outdoors overnight will be financially responsible for the replacement cost regardless of damage to the item.
- Lobby furniture may not be placed in students' rooms.
- Cinderblocks are prohibited in all residential facilities.
- Exterior TV or Radio antennae are prohibited.
- Mattresses and bed frames are not allowed to be brought into the residence unless approved through Disability Services.
- Wireless routers or wireless printers are not permitted in the residence halls.

Screens and Window Safety Window screens must be left in the windows and are not to be removed. If your windows open, they are not to be used as entrances or exits, and personal belongings are not to be hung out the windows. Additionally, sitting on the window ledge of an open window in a residential facility is strictly prohibited. Windows are not to be opened when temperatures are below freezing (32 degrees and below). Opening your window during freezing temperatures will result in a fine of \$25.

Solicitation All solicitation in residential areas is prohibited for any person or group who is not affiliated with an approved student organization. Students are expected to report any individual violating this policy to a Residence Life staff member. Any student or student organization wishing to solicit in residence halls or must request authorization from Residence Life. Room-to-room solicitation is discouraged. Residents must not operate a commercial business from their rooms or from any part of the residence hall.

Storage Because of space limitations, storage facilities are not available for residents. Residents should plan to store all personal belongings in their rooms. No summer storage is permitted on-campus for students. Please utilize off-campus storage options should it be needed. Common areas such as hallways, stairs, hall bathrooms, laundry rooms, and lounges are always to be kept clean and clear of personal belongings.

Tobacco Smoking and the use of smokeless tobacco or personal vaporizer devices (e.g. electronic cigarettes) is not allowed on campus. Smoking devices including, but not limited to, cigarettes, pipes, bong, electronic cigarettes, vapor devices and hookahs, are not permitted in the residence hall buildings, even if the device is not lit or in use. Please refer to the Eagle Student Handbook for the full policy.

Trash All residential trash needs to be promptly removed from the building and taken to the appropriate dumpster. Trash cannot be left in the hallways or stairwells. Personal trash should not be placed in the restroom trash cans in residence halls. Those found responsible for trash will be charged, and if no one is found responsible, all hall members can be charged.

Visitation All students are expected to follow the visitation rules and procedures. Additionally, residents are responsible for the conduct of any guest who fails to follow the proper visitation rules and procedures. During approved visitation hours, the rights of a resident to study or sleep outweigh the right of a roommate to have visitors or to socialize in the room with a visitor.

- Visitation only occurs during specified times to exclude some holidays, university breaks, and summer at the sole discretion of University.
- No person may enter a residence hall in which they do not live without an escort who is a resident of that building, including lobby and lounge spaces.
- Guests who violate University policy may not be allowed to visit again. Residence Life reserves the right to not allow any guest to be present in the hall at any time.
- Residence Life reserves the right to revoke visitation hours in a residence hall for any reason.

VISITATION WITHIN THE RESIDENCE HALLS (Alumni, Burnett, Heritage, Swann, and West Campus Commons)

- All guests must enter and exit through the main front door of the hall and sign in and out at the front desk located in each residence hall. During weekday hours, guests must check in with a Residence Life desk worker. During weekend hours, the host must sign in and out their guest by completing the Weekend Visitation form.

- All guests who live outside the building (regardless of gender) must check in at the front desk.
- The hours of visitation for guests of the opposite sex in the residence halls are:
 - Monday – Thursday 4 PM – 12 AM
 - Friday – Sunday 12 PM – 12 AM
- Weekday Hours: Visitation may only occur when the Residence Life front desk is open and staffed. Should the desk worker not be present, students may not check in and visitation is not operational.
- Weekend Hours: Visitation may only occur between the hours of 12PM – 12 AM. Hosts must complete the Weekend Visitation form posted in the Residence Hall lobby when signing a visitor in and out. A desk worker does not need to be present, failure to complete the Visitor Registration form will result in a loss of visitation privileges.
- When a guest is checked into the student's residence hall room (regardless of gender) the door must always remain open. Residence Life expects students to maintain a social conduct that identifies with the University's Christian values and meets the expectations put forth in the Eagle Handbook.
- Visitation may only occur when the Residence Life front desk is open and staffed. Should the desk worker not be present, students may not check in and visitation is not operational.
- Students may visit within the lobbies inside of visitation hours. The lobby spaces for each hall are Burnett main lobby, kitchen, and basement, Heritage main lobby and TV room, Alumni main lobby, sunroom, kitchen, and basement, and Swann main lobby, parlors, kitchen, and basement. All other areas may only be visited during visitation hours while checked in.

VISITATION WITHIN THE APARTMENTS AND HOUSES (LeConte, Greenbrier, FAJ, FAIN, FITE-HICKS)

- Appalachian Commons and House visitation is on the student's honor; therefore, guests do not need to check in or leave an ID.
- The hours of visitation for Appalachian Commons are
 - Monday – Sunday 10 AM – 12 AM

Weapons-Free Campus Policy The University prohibits firearms and explosive devices of any type (including ammunition, smoke bombs, stink bombs and firecrackers). BB guns, pellet guns, bows and arrows, sling shots, paintball guns, orbee guns, martial arts equipment (such as nun chucks) are also prohibited. Additionally, possession of knives with blades over 4 inches long or switch blade knives of any type, are prohibited with an exception made for knives issued through ROTC to student cadets. Please refer to the Eagle Student Handbook for the full policy.

RESIDENTIAL DISCIPLINARY PROCEDURES

If a Residence Life staff member believes a policy to have been broken, the following steps will be taken: The student believed to be breaking policy will be approached by a Residence Life staff member and asked to stop or correct the behavior.

The staff member will document the incident, and the case will be referred to the appropriate university official to determine if university action is necessary.

The student will be informed of all alleged violations and a time will be set to meet with the named university official – either a Residence Life professional staff member or the Dean of Students.

RESIDENTIAL KEY AND ACCESS AGREEMENT

Upon receipt of the key to the residential facility, all students acknowledge their personal responsibility and compliance with the Occupancy Agreement, this Guide to Residence Life, and, specifically, the following safety policies. As a member of the Carson-Newman University residential community, students must understand that they are responsible for their own health and safety. Carson-Newman has committed significant resources to establish a safe and secure campus environment. Card access permits a student to gain access only to his or her designated residential complex.

It is important for students to support the efforts for campus safety. In order to make Carson-Newman's residential communities as safe as possible, Residence Life has set the following expectations for campus residents. Violations of these may be processed through the university disciplinary system.

- Students must lock their door when they are not present in the room or apartment.
- Students agree to immediately report the loss of any key(s) to Residence Life staff.
- Students agree not to loan or give any key(s) or Carson-Newman University ID card to anyone, for any reason.
- Students agree to pay the cost of replacement for keys and locks should keys be lost. The cost to replace a key is \$75 per key.
- Students agree not to prop open or force open any outside entrance, lobby, stairwell, or laundry room doors. Propping open, or forcing open, an exterior entrance door will result in a \$100 fine.
- Students agree to keep windows locked when the room/apartment is not occupied and agree not to use windows as exits or entrances to any room.
- Students agree to report any suspicious person(s)/activities to the Department of Public Safety, or a Residence Life staff member immediately.
- Students agree not to activate a fire alarm or emergency alarm unless warranted by an emergency and understand that this action is a prosecutable offense and will be addressed aggressively.
- Students agree not to leave guests unattended in their room, apartment, or building regardless of gender.

CHECKING INTO YOUR ROOM

All students must check in during the pre-determined time for the beginning of the semester. This time will be published each semester based on the academic calendar. Upon completing the check-in process with a Residence Life staff member, a Room Condition Report (RCR) will be made available to you. It is the student's responsibility to notify Residence Life if the RCR is not provided. Failure to submit the RCR within 24 hours of check in will result in a \$25 fine per week until the RCR is completed.

CHECKING OUT OF YOUR ROOM

Residents may check out of their rooms at the end of the academic year through making an appointment with an RA. Failure to set up a check out appointment with an RA will result in a \$50 fine. If a student chooses to leave without completing a check out, the student can be held responsible for a re-key fee of up to \$150, an improper check out fee of up to \$150, and a cleaning fee of up to \$150. If a student leaves the university without checking out, their personal property will be disposed within 24 hours.

Prior to the checkout appointment, please remove all belongings from the room and clean thoroughly. At the appointed time, the RA will walk through the room noting any damages and ask for your key(s).

Carson-Newman Residence Life is not responsible for any personal property left in the residence halls after check-out. Personal property will be disposed of 24 hours after a resident completes the check out process.

Mid-Semester If you are moving out of your residential room before the end of the semester, you must contact your RD to arrange an official checkout time and room inspection. Students who withdraw must check out of their residential space within 24 hours. Please follow the checkout guidelines outlined above. Room cost refunds are not available.

Mid-Year Students who know they will not be returning to school for the spring semester will need to arrange an official checkout time and room inspection with Residence Life staff and follow the above outlined procedures. Students should not leave without completing a full checkout. Leaving without a checkout will result in a fine.

Hall to Hall Move If a student is approved by the RD to move from a space in one residence hall to another residence hall within the academic year, the student will need to complete the outlined checkout procedures listed above and, additionally, set a check-in appointment with the RD of the building to which they are moving.

SPECIAL ACCOMMODATIONS

Requests for accommodations must be made by the student and submitted to the Coordinator for Students with Disabilities and Case Manager. Most requests need to be accompanied by appropriate documentation. Depending on the situation, as well as what is requested, needed documentation usually contains information such as: a description regarding any symptoms, any functional limitations, copy of any evaluations, etc. The documentation should be current, typically less than three years old. Students should also submit evidence of past accommodations. If the request is approved, the Coordinator for Students with Disabilities and Case Manager will notify the appropriate representatives of Carson-Newman regarding the approved accommodations. Ideally, students needing accommodations should make their request prior to enrollment for the semester so that the case can be reviewed, and accommodations approved and arranged.

MAINTENANCE REQUESTS

Students should report any maintenance problems in the room or common space to the maintenance department by logging onto the Carson-Newman App by navigating to My Resources > Maintenance Requests > General Requests. You can also access it through the direct link [HERE](#). Maintenance is available from 7:30 AM – 4:00 PM Monday – Friday at 865-471-3352. If a student needs help with a maintenance request, or is experiencing a maintenance emergency, please contact any Residence Life Staff Member.

ON-CAMPUS ELIGIBILITY

On-campus housing is reserved for full-time, traditional students enrolled in in-person courses offered on-ground at the main Jefferson City, Tennessee campus. In order to live in the residence hall, you must maintain full-time student status. Students select their own room from the Housing Portal. Students are allowed to select from the eligible residence halls, based on their class year and sex assigned at birth. Part-time or non-traditional students who wish to live in the residence hall may submit a request via email to residencelife@cn.edu. Those requests will be evaluated on a case-by-case basis.

MEAL PLANS

All residential students are required to have a meal plan unless they have a medical accommodation. First year students are assigned the unlimited meal plan for the duration of their first year at C-N. Changes to the meal plan must be made prior to the drop/add date in the Office of Residence Life. Additional Eagle Bucks can be purchased through dining services.

Student	Minimum Required Meal Plan
First Year Residential	Unlimited with \$200 Eagle Bucks
Upperclassmen Residential	14 Meals/Week with \$250 Eagle Bucks
Residents of Appalachian Commons and Honor's Houses	100 Meal Block with \$250 Eagle Bucks

OFF-CAMPUS HOUSING

All fulltime, undergraduate students must live on campus. If a student would like to request to live off campus, s/he must request to live off campus within the housing portal. To live off campus, a student must meet one of the following minimum criteria prior to the beginning of the semester:

- Must be 22 years of age
- Must have obtained at least 90 credit hours (exclusive of dual-enrollment hours)
- Must be living with a parent or legal guardian within a 50-mile radius
- Must be married and living with spouse

If a student needs to live off campus due to a medical diagnosis, the student may proceed with contacting the Director of Students with Disabilities, David Humphrey, to seek off campus housing as an accommodation. Not all medical diagnoses may rise to the level of a disability accommodation. If the student is not approved to live off campus through Disability Services, the student may still appeal the policy as outlined below.

If a student does not meet the requirements to live off campus and does not meet the requirements to receive a medical accommodation to live off campus, students may appeal this policy. To appeal, a student must email their appeal letter to residencelife@cn.edu. This appeal is reviewed by the Off Campus Review Board and a decision will be communicated within two weeks. This is an appeal of the policy and is the final decision for the semester. A student may submit one appeal per semester.

DOUBLE OCCUPANCY ROOMS

Upon moving into the residence hall, residents who live alone in a double occupancy room must keep one half of the room clear unless they have been approved to occupy the space as a private room. If a roommate moves out, students may either purchase the room as a private room or keep the other half of the room open in case a roommate is assigned. Residence Life reserves the right to place another student in that space with little notice to the current occupant. First Year students are not permitted private rooms, unless approved by Disability Services. Upperclassmen who do not have a roommate must keep this space clear for a roommate or may purchase the room as a private for an additional charge.

BREAK HOUSING

All residence halls, including Appalachian Commons and the residential student houses, are closed over extended holiday breaks, which include Thanksgiving, Christmas, and Spring Break. However, break housing is available for students who qualify, on a case-by-case basis for an additional charge of \$15 per night. Students applying for Break Housing should submit their request to the Office of Residence Life by the advertised date. No guest, regardless of gender, is permitted in the residence hall during break housing. Generally, food service is closed during university breaks.

HEALTH & SAFETY CHECKS

Health and Safety checks are conducted regularly throughout the semester. Residence life staff members will enter rooms in pairs, after knocking and announcing their self. Health and Safety Checks will be

completed if the student is present or absent. The staff members will inspect the rooms for the following conditions:

- Policy compliance
- Safety and Fire Hazards
- Clean and Sanitary Conditions

A health and safety slip will be left in the room with the date and time marked. Should a room not meet standards, residents will be notified, and the room will be re-checked within 24 hours.

ROOM CHANGE POLICY

Unauthorized room and/or hall changes are prohibited. All room and/or hall changes must be authorized by a Residence Life Professional Staff member following the procedures outlined below.

All Room Change Requests will be considered by a Residence Life Professional Staff member and approved as long as space is available.

Please follow these steps to request a room change:

1. Talk to your current roommate and your requested roommate, if applicable, and inform them of your plans to move. If you would like assistance with this conversation, your RA is a great resource!
2. Contact your RD about wanting to change rooms. Your building supervisor will contact you via C-N email to approve or deny your request. Please note that your building supervisor may deny your request based upon availability.
3. If approved, you will meet an RA in the lobby of your new assignment at the approved time to receive your new key
4. You will have 24 hours to move your personal belongings to your new room and check out of your past room.
5. Within 24 hours, you will meet an RA in the lobby of your previous assignment at the approved time to check out of your past room and return your past key according to standard checkout procedures (Guide to Residence Life, page 14)
6. If room costs are different, your past room and your new room will be prorated based on your move date. This change will be reflected in your student account within 48 hours of your move.

EMERGENCY PROCEDURES

Carson-Newman University is committed to equipping you with tools to aid in your safety in the event of an on-campus emergency. All students are expected to utilize the campus LiveSafe app for best communication in emergency situations. Below is a list of common emergency procedures. Please familiarize yourself with all emergency procedures.

Fire Every time a fire alarm is activated, all residents must exit the building unless they have been notified prior to the event that it is not necessary to evacuate (as in testing of the alarms, etc.) For your safety, treat all alarms as real fires. Failure to exit the building during a fire drill will result in a \$150 fine.

IF THERE IS A FIRE OR ACTIVATED ALARM IN THE BUILDING:

1. Evacuate the building using the stairs.
2. If the smoke is thick, crawl close to the floor to avoid smoke inhalation.
3. Make your way to the designated exterior gathering area and then alert emergency response personnel (if alarm has not been activated) by calling 911.
4. If reporting the emergency, state your name, building, location of fire (wing, floor, room, etc.) and nature of the fire (laundry, equipment, mattress, etc.) if possible. Stay on the line for questions if it is safe to do so.

DESIGNATED EXTERIOR GATHERING PLACES DURING A FIRE:

If you are in...	Evacuate to...
Alumni Hall	Henderson Lawn
Appalachian Commons	Parking Lot beside Blye-Poteat
Burnett Hall	Lawn of First Baptist Church
Butler Hall	Lower Parking Lot behind Butler
Heritage Hall	Parking Lot of Exit Wing
Swann Hall	Lawn of Tarr Music Building
Faith & Justice House	Parking Lot of Presbyterian Church
Fite-Hicks House	Burnett 2 nd Parking Lot
Fain House	Lawn beyond tree line
West Campus Commons	Blye-Poteat Parking Lot

IF YOU ARE TRAPPED IN A BUILDING DURING A FIRE:

If you cannot get out of the building, go to the refuge area in the stairwell. If there is a fire in the hallway, stay in your room, close the doors, dial 911 and stand close to the window to signal for help. Put something in the window to alert emergency responders to your location. If smoke is entering the room through the cracks in the door, stuff wet clothes in the cracks. Stay close to the floor to avoid smoke inhalation but continue to shout and peek out through the window to alert emergency responders.

Medical Emergency In the event of a medical emergency, please call 911. Afterward, use the LiveSafe® App to contact the Department of Public Safety or utilize the 24/7 on-call cell at 865-548-9067. Also, please alert Residence Life staff.

Lockdown Procedures A lockdown occurs when the safety of campus has been compromised due to dangerous activity near or on campus. A lockdown is initiated by the campus administration to minimize residents' exposure to danger. After emergency personnel have been alerted to the potential threat, all exterior doors of each building are locked, which means that no one can get in or out once the lockdown procedures have been initiated.

Students are expected to:

- Pay attention to campus text alerts via LiveSafe as well as verbal instructions from Residence Hall Staff members, so that you are aware of the situation at hand and know the appropriate course of action.
- Go to a secure area.
- Lock the door and barricade yourself in the room away from the doors and windows.
- Only let those in that can be identified (university officials, police, etc.).
- Wait calmly until you are given the all-clear signal by a police officer, campus security, or your RD.

Tornado A tornado WATCH is issued when the weather is conducive to the development of tornadoes. A tornado watch will be accompanied by information concerning the specific area under the watch and length of time it is in effect. Residents should remain indoors or seek shelter during a tornado WATCH. A tornado WARNING is issued when a tornado is in the area. A warning will be accompanied by information concerning the anticipated areas in the path of the tornado. If a tornado warning is issued, all residents are required to proceed to the designated tornado shelter area inside the building they are within. All students are to remain in the shelter area until the tornado warning has expired or until notified that the danger has passed by a university official. If possible, cover self with blankets or cushions and get as low to the floor as possible. If no closet, interior room, or other recommended place is available, get under sturdy furniture (such as a desk) as far away from glass as possible. If caught outside and you cannot enter a building, lie in a ditch or depression in the ground, unless the ditch has deep water that may be hazardous.

If you are in...	Seek shelter...
Alumni Hall	Alumni Basement
Appalachian Commons	Interior of First Floor Apartments
Burnett Hall	Burnett Basement
Swann Hall	Swann Basement
Butler Hall	Butler Ground Floor Hallway
Heritage Hall	Heritage Basement
Fain House	Fain Basement
Fite-Hicks House	Fite-Hicks 1 st floor interior room
FAJ House	FAJ House 1 st floor interior room
West Campus Commons	First floor Hallway

School Closing Policy Residence Life encourages all students to sign up for the LiveSafe App to receive messages from the institution. In the event of inclement weather, students will be notified via the Carson-Newman website. Weather alerts concerning class schedules are posted on the website.

PARKING

Students who reside on campus are required to display parking decals and may park in blue/white spaces. Each building has designated red spaces for the live-in professional staff. Parking in a live-in professional's parking spot, regardless of the time of day, or parking in a handicap space without appropriate display of decal, or parking in any other non-approved parking space will result in a parking ticket and possible disciplinary action. For a list of available parking spaces reference the Eagle Student Handbook.

OCCUPANCY AGREEMENT

Carson-Newman University Residence Life Housing Occupancy Agreement 2025-2026

This is an Occupancy Agreement made by and between the student whose name appears on the statement of confirmation of this agreement (“Student”) and Carson-Newman University (“Carson-Newman”). It grants to the Student permission to occupy a residence hall or apartment space on campus for a specific period of time. This agreement is not a lease. The Student is not a tenant. Living in campus housing is a privilege that is part of the overall educational experience provided by the university.

Students who live on campus are expected to make a commitment to contribute positively to the campus community by abiding by the responsibilities outlined in this Agreement and all associated guidelines and policies. Signing this Agreement is a prerequisite to living on campus.

All full-time students enrolled in in-person courses offered on-ground at the main Jefferson City, Tennessee campus are eligible to live in campus housing. All students are housed based on their gender marker on their birth certificate. Carson-Newman University requires all full-time, undergraduate students and incoming full-time, undergraduate transfer students with fewer than 90 credit hours by the start of the fall semester to live in campus housing unless Student is: 1) 22 years of age or over by the first day of the fall semester; 2) married and/or has custodial children residing with him/her; or 3) lives with parents or legal guardians within a 50 mile radius while attending Carson-Newman.

THIS AGREEMENT IS LEGALLY BINDING. It incorporates and supports policies stated in The Eagle Student Handbook (Carson-Newman University’s student handbook), as well as the contents of The Guide for Residence Life. If Student is under age 18, a parent or legal guardian must sign the Agreement confirmation, along with Student. Moving into the residence hall signifies signing this agreement. Student will be held accountable for the information in this Agreement. Please read carefully before signing this Agreement.

Agreement

1. **License Granted.** Carson-Newman University grants to Student a nonexclusive and nontransferable license to occupy the assigned campus housing space.
2. **Term of License.** The term of this Agreement shall be upon authorized check-in through authorized check-out. This license will be temporarily suspended while residence halls close during Thanksgiving Break, Christmas Break and Spring Break. For an additional charge, student may petition to remain in residence during these break periods. Carson-Newman reserves the right to, in its sole discretion, suspend this Agreement if necessary to protect the health and safety of its students, staff, or faculty. In addition, Carson-Newman may cancel this Agreement at any time if Student violates Carson-Newman policy and rules as set forth in the Statement of Values or rules concerning occupancy of on-campus housing found in this Agreement, the Guide to Residence Life, University Catalogue, and The Eagle Student Handbook. These rules and policies are incorporated into this Agreement by reference. A grant of a license under the terms of this Agreement does not imply that Student has the right to occupy campus housing in the future.
3. **Housing Fee.** Student agrees to pay housing fees each semester according to the payment policy in the Undergraduate Catalogue. The University reserves the right to remove Student from university housing for non-payment of Student’s account of charges (including but not limited to: tuition, bookstore charges, parking fines, and meal plan fees).
4. **Enrollment.** As a condition of occupancy, Student agrees to register for and remain eligible to complete a minimum of 12 credit hours each semester during the term of this Agreement. Any student who drops below 12 credit hours of active study must appeal to the Director of Residence Life to remain in campus housing.

5. **Cancellation Policy for New Students.** Please refer to Undergraduate Catalog.
6. **Cancellation Policy for Current Students.** Please refer to Undergraduate Catalog.
7. **Assignment of Campus Housing Spaces and Roommates.** Unless prior arrangements for late occupancy have been made with the Office of Residence Life, failure of Student to occupy his/her assigned campus housing space by the first day of classes may result in loss of the assigned space.

Carson-Newman reserves the right to make housing and roommate assignments and to require Student to relocate within campus housing when assignments or relocations are necessary to carry out Carson-Newman's educational and/or administrative purposes. This right to make alternate assignments and require relocations includes the authority to take such action as part of disciplinary sanctions. Nothing in this Agreement shall be interpreted to guarantee Student the right to live with a specific individual or to occupy a specific residential space. Occupancy of spaces by fewer or greater Students than the intended number requires the approval of Residence Life. Student is expected to only occupy assigned space. Any attempt to move a space other than Student's assignment will result in referral to the university judicial system. If one Student moves from his or her assigned space, the remaining Student(s) will maintain the space in a manner that would permit another Student to be assigned immediately. Carson-Newman also reserves the right to assign Students to temporary accommodations in the event that occupancy is exceeded.

8. **Meal Plan Requirement.** All students living on campus are required to have a meal plan. All freshmen living in residence halls are required to purchase an unlimited meal plan. Upperclassmen residents of Heritage, Swann, and Alumni, are required to purchase a minimum meal plan of 12 meals per week. Residents of Honor's Houses and Appalachian Commons are required to purchase a minimum meal plan of the 100 Meals per Semester Block. Meal plans can be altered within the requirements found within the Undergraduate Catalog.
9. **Inventory and Inspection.** Carson-Newman completes a "Room Condition Report" (RCR) prior to Student occupying an assigned residence hall or apartment space. The RCR notes the presence and condition of furnishings, fixtures, and equipment. In addition, any unusual damage or excessive wear to the space is noted. When Student moves out, Carson-Newman completes a RCR that notes any damage or unusual wear to the furnishings, fixtures, equipment, and premises. Cleaning charges are assessed if Student does not leave residence hall or apartment space in a condition allowing immediate occupancy.
10. **Checkout.** Student agrees to follow posted checkout procedures specific to his/her residential facility.

Carson-Newman reserves the right to require students to move from their residence within 24 hours of Student's last final exam at the end of each semester.

If Student withdraws from Carson-Newman prior to the expiration of the term of the agreement, Student agrees to notify Residence Life in writing of withdrawal and complete proper checkout procedures with the Residence Life Coordinator of Student's facility within 48 hours of withdrawal from Carson-Newman. Failure to check out within 48 hours of withdrawal or expiration of the license term will result in a \$50 per day late charge for each day. Any belongings left after this time period will be held for two (2) weeks to be claimed. After two (2) weeks, the items will be donated. Student will be responsible for all costs associated with the removal of personal belongings remaining in the space.

Students removed from Carson-Newman Housing for disciplinary reasons will be required to complete proper checkout procedures within 48 hours following termination of this agreement. Failure to checkout by Student will result in a charge to change the lock on Student's former residential space based on current lock change rates. Any belongings left after this time period will be held for two (2) weeks to be

claimed. After two (2) weeks, the items will be donated. Student will be responsible for all costs associated with the removal of personal belongings remaining in the space.

In the event of a university mandated removal from housing (excluding disciplinary reasons), with the approval from Residence Life, the student may request additional up to 2 weeks from the date of the notice to remove their belongings from their residential space. This only applies to their belongings; the student will not be able to live in the hall during this time. Any belongings left after this time period will be held for two (2) weeks to be claimed. After two (2) weeks, the items will be donated. Student will be responsible for all costs associated with the removal of personal belongings remaining in the space.

11. **Furnishings, Additions and Alterations.** Student agrees not to alter, remove, trade, or exchange any furnishings, fixtures, or equipment owned by Carson-Newman located in Student's residence hall or apartment space or complex. Student shall make no alterations or additions to residential space(s). The use of removeable wall paper is prohibited.
12. **Entry and Inspection.** Carson-Newman reserves the right, at all reasonable times and with or without advance notice, to enter and inspect Student's campus housing space for reasons including, but not limited to: 1) investigating suspected illegal activity or violations of Carson-Newman policy or regulations, 2) assessing conditions that pose potential threat to the health or safety of campus housing residents, 3) performing maintenance/facility management duties.
13. **Guests.** Student is responsible for the actions of his/her guests while on Carson-Newman's premises, including adherence to Carson-Newman policies. Student is prohibited from accepting payment of any kind in exchange for use of Carson-Newman premises by a guest, either directly or through an online platform such as Airbnb or Couchsurfing.
14. **Expenses of Enforcement.** Student agrees that if it becomes necessary for Carson-Newman to take action to enforce the terms and conditions of this Agreement, Student will pay all costs and expenses (including attorneys' fees) and any fines associated with its enforcement.
15. **Health Form.** Students are required to file a sufficient immunization record with MedProctor prior to their initial room assignment. Failure to provide sufficient documentation of required immunizations may result in the denial of housing, cancellation of registration, and/or judicial action.
16. **Responsibility for the Room and Keys.** Student is responsible for the condition of the assigned space and shall reimburse the University for all damage to the space and damage to or loss of fixtures, furnishings, or properties furnished under the contract. No alterations may be made to the area or furnishings provided by the University. Student agrees not to alter, remove, trade, or exchange any furnishings, fixtures, or equipment owned by Carson-Newman located in Student's residential space or complex. Student shall make no alterations or additions to residential space(s). There is a \$50.00 charge for violating this policy. Additional furnishings brought into the room by Student must be freestanding and clear of all existing furniture, fixtures and walls.

Student is responsible for their own room keys. There is a \$75 charge per key for replacement key(s).

17. **Responsibility for Communal Property:** Students are expected to take every precaution to assure that communal property (including, but not limited to, hallways, baths, stairwells, elevators, lounges, study rooms, utility rooms, and conference rooms) is not abused. In halls or areas where the University has determined that there is abuse or destruction of University property and the responsible individual(s) cannot be identified, all residents may be held responsible for paying a prorated portion of repair and/or replacement costs.
18. **Entry and Inspection.** Carson-Newman reserves the right to enter and inspect Student's campus housing space for reasons including, but not limited to: 1) investigating suspected illegal activity or

violations of Carson-Newman policy or regulations; 2) assessing conditions that pose potential threat to the health or safety of campus housing residents; 3) performing maintenance/facility management duties.

19. **Personal Property.** Carson-Newman assumes no legal or financial responsibility for, and does not insure against the loss, theft, damage or destruction of, any of Student's personal property. Students or their parents are encouraged to carry personal property or renter's insurance to cover such losses. In addition, Carson-Newman assumes no legal or financial responsibility for any personal property (i.e. clothes, furniture, audio/video equipment, etc.) remaining in the housing space after the termination of this Agreement by Student or Carson-Newman. Abandoned personal property will be disposed of at the sole discretion of Carson-Newman, at Student's expense. Carson-Newman may securely relocate or require Student to relocate Student's personal property to another location for reasons related to maintenance, repairs, protection from water damage or other casualty, or another reason deemed sufficient by the university.
20. **Force Majeure.** If Carson-Newman is unable to perform any obligations under this agreement due to circumstances beyond Carson-Newman's control, Carson-Newman shall be excused from the performance of those obligations, and no credits or refunds will be issued. Examples of circumstances considered in the nature of force majeure include fires, earthquakes, floods, windstorms, or other severe weather or "acts of God;" war, riots, or civil unrest; governmental orders, directives, or recommendations related to health or safety; or any similar situation beyond Carson-Newman's control.
21. **Nondiscrimination.** Carson-Newman University does not unlawfully discriminate on the basis of race, color, sex, national origin, disability, age, veteran status, or genetic information in provision of its education policies, programs, services and activities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act (ADA) of 1990.
22. **Responsibility for Housing Rules and Regulations.** Students agree to read and abide by all rules and regulations stated in the Carson-Newman University Eagle Student Handbook and the Carson-Newman University Guide to Residence Life.
23. **100% Smoke Free and Tobacco Free Campus.** Smoking and use of all tobacco products is prohibited at all times, and at all locations of Carson-Newman University's campus, including university-owned facilities, properties, and grounds. Smoking is defined as inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and any other lit tobacco products, including electronic cigarettes that emit smoke.
24. **Pets in Residence** Students may not have pets and/or other animals in university residence halls. The only exceptions are fish in 10 gallon or smaller tanks and animals approved through Disability Services. Students are also prohibited from keeping or providing for animals in a residence hall. Visiting animals must be kept outdoors and leashed. If an unapproved pet is found in the residence hall the student will be charged \$100 a day.
25. **Assignment.** Student may not transfer or assign the rights and interest granted by this Agreement to any other person.