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Dear Resident,

Welcome to Campus Housing! We are happy you have decided to live on campus. The Department of Housing & Residence Life works hard to provide a valuable experience that will supplement your time personally and academically while at Academy of Art University. Throughout the year, the Department strives to provide activities and learning experiences to aid in your development while at Academy of Art University.

This *Guide to Campus Housing* contains important information to help you successfully navigate Campus Housing and the City of San Francisco. Please read through in its entirety to ensure that you fully understand the terms by which you agree to live in campus housing for the Fall 2016 - Spring 2017 academic year.

Best wishes for a successful year!

The Department of Housing & Residence Life

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**Mission Statement**

The Department of Housing & Residence Life facilitates holistic communities that support student growth, development, and learning. Our residence hall communities seek to provide spaces that offer a welcoming, inclusive, and safe living environment. Staff members are committed to offering courteous, professional, and efficient service by providing opportunities to prepare residents for success both on campus and as global citizens.

**Core Values**

In our work with the university community and beyond, the Department of Housing & Residence Life values...

- Education and preparation for a lifetime of learning
- Integrity, honesty, personal responsibility, and ethical behavior
- Appreciation, respect, and acceptance for diversity and inclusion
- Civic and social responsibility as a means toward good citizenship
- Opportunities for students to Live, Learn, and Grow

Follow us on Twitter @ArtUHousing

“Like” us on Facebook at ArtU Housing Department
ACADEMY of ART UNIVERSITY SHUTTLE SERVICE

Academy of Art University has a well-developed system of shuttle buses to get you where you need to go. To find the shuttle that best fits your needs, visit www.academyart.edu and sign in using your login/password combination. Shuttles are available to transfer you from your residence hall room to campus buildings and classrooms throughout San Francisco. Your Academy ID is required to ride the shuttle buses.

Transportation Help Desk: (415) 618-6370  
Academy Communication Center: (415) 618-3896  
Send Suggestions & Non-Urgent Questions: transportation@academyart.edu

Download the Academy of Art Campus App on iTunes or Google Play.
IMPORTANT CONTACT INFORMATION

Academic Resource Center
   Location: 79 New Montgomery St., 4th FL
   arc@academyart.edu
   (415) 618 - 3917

Accounts Receivable
   Location: 150 Hayes St., 4th FL
   ar@academyart.edu
   (415) 618 - 6429

Campus Life
   Location: 79 New Montgomery St., 4th FL
   campuslife@academyart.edu
   (415) 618 - 8400

Campus Safety Communication Center
   Location: 180 New Montgomery St., Basement
   (415) 618 - 3911

Classroom Services
   Location: 79 New Montgomery St., 3rd FL
   classroomservices@academyart.edu
   (415) 618 – 3775

Financial Aid
   Location: 150 Hayes St, 4th FL
   finaid@academyart.edu
   (415) 618 - 6190

Housing & Residence Life
   Location: 79 New Montgomery St, #120
   housing@academyart.edu
   (415) 618 - 6335

Industry & Career Development
   careerdevelopment@academyart.edu

Housing Maintenance Hotline
   (415) 618 – 6592

Transportation
   (415) 618 - 6370
   transportation@academyart.edu
MEET THE HOUSING TEAM!

Moving to a new community can be challenging, but our dedicated staff is here to help you transition to Academy of Art and the city of San Francisco.

In-Hall Team

Resident Directors
Resident Directors (RDs) are full-time, in-hall, professional administrators who run the day-to-day goings-on within the residence halls. The RD of your building is one of many go-to staff members who are there to help you with your stay in campus housing. RDs lead our team of Resident Assistants within the halls in programming, policy enforcement, facilities management, and overseeing the student conduct process.

Senior Resident Assistants
Senior Resident Assistants (SRAs) are part-time student staff members who assist in the day-to-day activities of the residence halls. They assist, advise, and serve as a liaison between students and other members of the Academy of Art University community through community development, programming, peer advising, and general role-modeling.

Resident Assistants
Resident Assistants (RAs) are responsible for the creation and development of the community and each individual resident under their supervision. RAs supplement and complement the process of formal education by enhancing the quality of life in the community through programming, personal growth and development, and policy enforcement.

Housing Office Team

Director of Housing & Residence Life
The Director of Housing & Residence Life is responsible for the comprehensive administration of the residence life and housing operations experience at the University. The Director provides leadership and direction to a team of dedicated housing professionals and directs and monitors the administrative, emergency, programming and conduct concerns within the residence halls.

Associate Director of Housing & Residence Life
The Associate Director of Housing & Residence Life provides overall leadership of all Residence education aspects of residing in campus housing including managing student conduct concerns. The Associate Director serves in the absence of the Director of Housing & Residence Life.

Operations Staff
The Operations Staff is responsible for assisting students with a variety of questions in regards to their stay on campus ranging from housing assignments, meal plans, billing, etc.
IMPORTANT DATES
Plug these dates into your smart phone or planner now!

FALL 2016 SEMESTER

August 22, 2016  NEW 21 and Over Student Move In, 9 AM - 5 PM
August 23, 2016  NEW Under-21 Student Move In, 9 AM - 5 PM
August 26, 2016  Continuing Student Move In, 9 AM - 5 PM
September 1, 2016  Fall 2016 Classes Begin
September 9, 2016  Last Day to change or cancel Meal Plans
September 12 - September 16, 2016  Room Transfer Request Process Begins
December 17, 2016  Residence Halls Close, 12PM, Winter Break

SPRING 2017 SEMESTER

Please see the Important Dates section located on the Campus Housing web page - (https://www.academyart.edu/students/housing)

HOUSING ASSIGNMENTS
To view your room assignment, roommate details, and meal plan information, visit the following website:

1. Go to https://601b-rms.aac.academyart.edu/
2. Log into your account.
3. Select “Assignments” to view your building and room assignment.
4. Select “Roommates” to view your roommates’ information.
5. Select “Meal Plan Assignments” to find the mean plan you have selected.

When viewing your assignment, bed space and cost, you will be able to “decode” your bed space and rate code by clicking the “Building ID Guide” and “Room Type Guide”. The website is only compatible with Internet Explorer and older versions of Firefox.

HOUSING COMMUNICATION
All correspondence from The Department of Housing & Residence Life will be to the primary preferred email address registered on Student Self-Service. It is the responsibility of the student to ensure the primary email address is up-to-date at all times.

HOUSING COSTS
How Much Does Housing Cost?
Housing costs are determined based on the room type assigned. For the most up to date pricing information, please visit our website. Prices are subject to change without notice. Utilities (electric, water, heat, gas, trash, internet) are included. Please see “Costs” on the Department of Housing website for a complete list of rent prices (http://www.academyart.edu/students/housing/housing-costs).


**HOUSING DEPOSIT**

**How is my Deposit used?**

Many students ask what the housing deposit is used for and whether or not it’s refundable when you move out of campus housing. The $500 deposit is applied to your account as a $350 refundable security deposit as well as a $150 non-refundable Mandatory Building Maintenance fee which is broken up into $75 per semester. Any personal or common area damages, cleaning charges, lost keys, or any conduct-related fines will be applied to the students account and deducted from the housing deposit. It is the sole responsibility of the resident to maintain a minimum of $500 at the beginning of the fall semester and $250 at the beginning of the spring and summer semesters, even if that requires additional funds to be deposited during the term of the agreement.

Every week each residential room on campus is cleaned by our housekeeping team (floors and bathroom), in addition to building common areas. To ensure that you receive as much of your deposit back as possible, you will want to maintain your personal space in top condition (no holes in walls, no damage to carpet/floors, no trash or other items left in your space upon check-out) and leave it the way it was when you first moved into your room.

**DEPOSIT REFUNDS**

At the end of each semester, students are emailed instructions for checking deposit account balances, and detailed information about the charge dispute process and the dispute process deadline. This dispute process occurs once a semester for the previous semester’s charges.

**Deposits are refunded approximately 6-8 weeks after charges have been assessed, and the dispute process deadline has passed.**

**HOUSING FEES & PAYMENTS**

**How Can I Make Housing Payments?**

We encourage you to pay by Visa, MasterCard or Discover online at www.academyart.edu (click on the link for “Finances”). Payments can also be made by check or money order payable to Academy of Art University and mailed to:

Academy of Art University  
Accounts Receivable  
150 Hayes Street, San Francisco, CA 94102

For additional information, please contact Accounts Receivable at 800.544.2787 or 1.415.274.2200 (from outside the U.S.) or ar@academyart.edu.

**Per the Housing License Agreement, all campus housing balances (including overdue charges) must be paid in full prior to move-in.**
MAIL & PACKAGES

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Address</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ansel Adams</td>
<td>2211 Van Ness Ave</td>
<td>94109</td>
</tr>
<tr>
<td>Auguste Rodin</td>
<td>1055 Pine St</td>
<td>94109</td>
</tr>
<tr>
<td>Bluxome Lofts</td>
<td>168 Bluxome St</td>
<td>94107</td>
</tr>
<tr>
<td>Clara Gil Stephens</td>
<td>620 Sutter St</td>
<td>94102</td>
</tr>
<tr>
<td>Coco Chanel</td>
<td>1916 Octavia St</td>
<td>94109</td>
</tr>
<tr>
<td>The Commodore</td>
<td>825 Sutter St</td>
<td>94109</td>
</tr>
<tr>
<td>Edgar Degas</td>
<td>680 Sutter St</td>
<td>94102</td>
</tr>
<tr>
<td>Frank Lloyd Wright</td>
<td>1153 Bush St</td>
<td>94109</td>
</tr>
<tr>
<td>Fritz Lang</td>
<td>560 Powell St</td>
<td>94108</td>
</tr>
<tr>
<td>Half Moon Lofts</td>
<td>575 Harrison St</td>
<td>94105</td>
</tr>
<tr>
<td>Howard Brodie</td>
<td>655 Sutter St</td>
<td>94102</td>
</tr>
<tr>
<td>International House</td>
<td>860 Sutter St</td>
<td>94109</td>
</tr>
<tr>
<td>Johannes Vermeer</td>
<td>736 Jones St</td>
<td>94109</td>
</tr>
<tr>
<td>John Singer Sargent</td>
<td>1900 Jackson St</td>
<td>94109</td>
</tr>
<tr>
<td>Leonardo Da Vinci</td>
<td>1080 Bush St</td>
<td>94109</td>
</tr>
<tr>
<td>Mary Cassatt</td>
<td>2209 Van Ness Ave</td>
<td>94109</td>
</tr>
<tr>
<td>The Star</td>
<td>1727 Lombard St</td>
<td>94123</td>
</tr>
</tbody>
</table>

How to Address Your Mail & Packages:

Example: Jane Doe
1916 Octavia Street, #000
San Francisco, CA 94109

As a reminder, Campus Housing cannot accept or sign for packages or mail on your behalf. We suggest that you ship packages to FedEx, UPS, or another location if you are unavailable for a scheduled delivery. Please also consider services (for a small fee) such as SwapBox.com or Amazon Locker that provide safe locations that you can ship your packages to if you are unable to have the items delivered to your building. Academy of Art University is not responsible for lost or stolen mail or packages.

MOVE IN DAY

When Do I Move In To My Room?

See the important dates section (Pg. 8) in this guide to determine your designated move-in day and time period. In order to best accommodate all students moving into the residence halls and to guarantee the safety of our residents and community, you may move in on your designated day only.

Where Do I Check In?

Go directly to your assigned residence hall IF:

- You have a confirmed room assignment
- You have paid your rent/meal plan entirely, or have verified that Financial Aid will cover all or a portion of the balance (Verify this now to avoid move in delays!)
- Your Housing Deposit is at $500; AND
- You have registered for full-time classes (4 classes for Undergraduate; 3 classes for Graduate).

*** If you do not meet the above requirements, check in at Centralized Check-In***

Centralized Check-In is located at 79 New Montgomery Street.

Please Keep in Mind:

There is no move-in assistance (rolling carts or handcarts) provided. Avoid unnecessary delays and plan on coming later in the morning or afternoon. Many students arrive promptly at 9 AM, which leads to long lines and wait times.

*Students and families who are utilizing cars for move in should be aware that there are few parking garages in the area. It is advised that students unload their belongings at their building before seeking parking accommodations. Visit the following link for information about parking locations in San Francisco: sfpark.org.
WHAT TO BRING TO CAMPUS

What Furnishings are provided?
Housing provides each resident with the following basic furnishings: twin XL (extra-long) mattress, bed frame (most beds are bunked beds), drafting table, stool, mobile drawer unit, desk lamp, closet space or armoire unit.

What to Bring:
- Extra Long Twin (XL) sheets, comforters, and pillows
- Towels, toiletry items, toilet paper, shower shoes
- Hair dryer, iron, ironing board
- Hangers
- Laundry basket, laundry detergent
- Umbrella, first-aid items, flashlight
- Kitchen utensils and cookware, trash bags, eating utensils, plates/cups (if living in an apartment building)
- Mini-refrigerators are allowed dependent on the building you are assigned to. Refer to your Resident Director for more information on bringing mini-refrigerators to campus.
- 168 Bluxome Lofts (specific): Ethernet cord to connect to the building internet and/or router for wireless internet access
- School supplies – Refer to your class syllabus for class supply lists

Remember, there is limited clothing and storage space in each room. Carefully choose what to bring for the fall semester. When you go home for Winter Break, you can bring additional items, if needed, for the following semester.

WHAT NOT TO BRING TO CAMPUS

The following items are prohibited in University housing: water beds, lofted beds, microwave ovens, television/radio antennae placed outside the room-exterior of the building or adjacent grounds, weapons (as specified under “Weapons” under Section CP.3 above), CO2 hazardous chemicals, gasoline, candles (with or without a wick), incense, illegal drugs (see Section CP.2 above), drug paraphernalia, hookahs, bongs or other smoking devices, alcoholic beverages, alcohol containers/bottles/cans, automobiles, or vehicles of any kind (or parts, repair tools), accessories for any vehicle, air conditioners, dart boards, halogen lamps, sun lamps, space heaters without a safety feature, weight lifting equipment, and live holiday decorations (including string lights), and inflatable pools. Motorized vehicles (including but not limited to motorcycles, mopeds, Hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) may not be operated, charged, or stored inside any residence hall.

The University reserves the right to determine that an item not mentioned above is prohibited, and to remove or confiscate any and all prohibited items. The University claims no responsibility for confiscated items. Approved appliances must be UL (Underwriters Laboratories) approved. Only power strips equipped with circuit breakers, surge suppression, and a construction grade cord with a grounded third prong may be used in Student’s room.

*Parking facilities are not provided by the University. Students are advised not to bring cars to campus.*
DINING & MEAL PLANS

The Academy of Art University has a number of dining facilities for your convenience in addition to an array of Meal Plan options for students residing on campus. Residents residing at Auguste Rodin (1055 Pine St), Clara Gil Stephens (620 Sutter St), Howard Brodie (655 Sutter St), The Commodore (825 Sutter St), and International House (860 Sutter St) are required to have a meal plan. Meal plans are automatically added to student accounts for a full year. Changes can be made to the student account before each semester’s cancellation deadline.

- **Platinum Meal Plan**
  - 19 Meals Per Week
  - $100 in Knight Kash

- **Gold Meal Plan**
  - 14 Meals Per Week
  - $250 in Knight Kash

- **Silver Meal Plan**
  - 10 Meals Per Week
  - $350 in Knight Kash

- **Bronze Meal Plan**
  - 5 Meals Per Week
  - $50 in Knight Kash

*The Bronze meal plan is not available to residents who live in Auguste Rodin, Clara Gil Stephens, Howard Brodie, The Commodore or International House, and is only available for residents who are Over 21.*


HOUSING LICENSE AGREEMENT (HLA)

The Housing License Agreement (HLA) is the document you signed when you completed your housing application or upon move in. By signing this document, you agree to all the terms and conditions pertaining to living on campus. It is imperative that you read the entire HLA and understand each section. Please visit the Department of Housing’s website to view the current HLA in its entirety. If you have any questions about the HLA, please call the Department of Housing and Residence Life at (415) 618-6335 or email housing@academyart.edu.

In addition to the terms and conditions pertaining to your stay on campus, the HLA includes community standards and policies that residents are expected to abide by. (For example, alcohol use, drug use, noise, overnight guests, prohibited items, etc.) These community standards can be found beginning on page 22 of this Guide to Campus Housing.

HEALTH INSURANCE

All students residing in campus housing are required to demonstrate they currently possess health insurance that is valid in the state of California. If you do not possess health insurance, you will need to obtain coverage prior to taking occupancy of your room. Health insurance information will need to be provided at the time of your move in.

Options to explore when searching for health insurance include:
- Wells Fargo Student Health Insurance at [https://studentinsurance.wellsfargo.com](https://studentinsurance.wellsfargo.com)
- Covered California at [www.coveredca.com](http://www.coveredca.com)
ELIGIBILITY FOR CAMPUS HOUSING
All students residing in campus housing are required to be enrolled full-time each semester in order to be eligible for campus housing. Failure to remain enrolled throughout the semester may result in immediate removal from campus housing. Full-time status includes 12 units for Undergraduate students or 9 units for Graduate students. Students who fall below these units must be approved for a part-time unit exception through the Department of Housing & Residence Life, if applicable.

Part-Time Unit Exceptions
Students residing in campus housing who fall below full-time status for any reason must seek a part-time unit exception through the Department of Housing & Residence Life. Please be aware that documentation may be required on your part to support your request. For more information, contact the Department of Housing & Residence Life at housing@academyart.edu or call (415) 618-6335.

REQUESTS FOR HOUSING ACCOMMODATIONS
Students requesting housing accommodations due to disability or medical reasons must register with Classroom Services. Once registered, contact the Department of Housing & Residence Life to discuss the required documentation. For more information, contact the Department of Housing & Residence Life at housing@academyart.edu or call (415) 618-6335.

PETITION FOR RELEASE FROM HLA
The Housing License Agreement (HLA) is a full academic year contract (Fall and Spring semesters) or one semester (Spring Only, or Summer only). The Department of Housing & Residence Life does not offer Fall only housing license agreements. Students who sign an HLA, but who wish to move off campus at any time after signing the agreement, must submit a Petition for Release form during the acceptance period. The Department of Housing & Residence Life will review the Petition for Release and notify the student whether or not the petition is approved or denied. Applying for release from your housing contract does not guarantee approval, and you may still be responsible for housing costs for the upcoming semester. Students should not make plans to move off campus and/or secure other housing arrangements until the Department of Housing reviews the student’s petition for release and communicates a decision.
ACCLIMATING TO YOUR NEW SURROUNDINGS

Everything in a new place can be very different from what you are already used to. Some students may be thrilled with the change in their environments; some may experience culture shock and become overwhelmed. These feelings are very normal and can be difficult to navigate. Our dedicated team is here to assist you with growing comfortable in your new home. Start by getting to know your in-hall team of Resident Assistants and Resident Director to help navigate through San Francisco. Below are the ten best ways to deal with some of these issues:

10 Ways to Beat Culture Shock

1. **Talk to someone, like your friend or your teacher.** It’s a good idea to talk to someone, to make you feel less alone. Our teachers also have lived in other countries before. They know how you feel. Your friends can also make you smile and forget your homesickness. Check in with your residence hall team, a teacher or an Academic Coach at the Academic Resource Center located at 79 New Montgomery St, 3rd FL.

2. **Focus on your classes.**

3. **Open your mind.** American / San Francisco culture is maybe very different from your culture. No culture is perfect, and no country is perfect.

4. **Take walks.** Even if you feel scared or lonely, it is good to go outside and take a walk. Walking can relax you. You might see some interesting things outside.

5. **Be a tourist.** Go to Golden Gate Bridge, Golden Gate Park, Fisherman’s Wharf, or to some museums. See what’s interesting about San Francisco. Remember, you might not live in San Francisco forever.

6. **Do something familiar.** Watch your favorite TV show, read a book, or talk with friends and family online. But don’t do it too much! You also need to learn to be comfortable in San Francisco.

7. **Make San Francisco feel like home.** San Francisco will be your home for the next few years. Make friends, do fun things, take every opportunity to make this work for yourself. Talk to other people in your major.

8. **Try to enjoy your new life.** Enjoy your new friends, enjoy your classes, and enjoy the San Francisco weather. Find happiness in something small and special that you can’t find at home.

9. **Eat healthy foods and exercise.** Food can have a big influence on how you feel. Junk food can make you feel tired, sad and stressed. Exercise can make you feel less nervous. Take care of your health.

10. **Get enough sleep.** Don’t sleep too much or too little. Go to bed and wake up at the same time every day.

Your Residence Hall is staffed with your in-hall team of Resident Assistants and Resident Directors to help with getting you more acclimated to the new changes in your environment. Through programs where you get to meet other students or experience different areas of the city, you can learn to become more familiar and comfortable with your surroundings.

It is important to be safe and aware of everything around you. San Francisco is a major city with lots to offer, but you will want to make sure that you are taking the right steps to ensure your own safety when out and about.
RECYCLING & COMPOSTING

Recycling is an important part of being a responsible community member in San Francisco. Follow the tips below to learn how to dispose properly of recyclables, compostable items, and trash.

Source: www.sfrecycling.com

Acceptable Recycling Materials

Only place recyclable materials into your recycling container!

*Please rinse food and beverage containers and crush plastics.*

<table>
<thead>
<tr>
<th>Metal (No liquids or food)</th>
<th>Paper (Clean, dry and unsoiled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aluminum cans</td>
<td>Bags (paper only, no plastic)</td>
</tr>
<tr>
<td>Aluminum foil and trays (ball foil up to softball size)</td>
<td>Cardboard (non-waxed)</td>
</tr>
<tr>
<td>Caps and lids from bottles, jars and steel (tin) cans</td>
<td>Cereal boxes and Paperboard(remove plastic liner)</td>
</tr>
<tr>
<td>Paint cans (must be empty or dry)</td>
<td>Computer and office paper</td>
</tr>
<tr>
<td>Spray cans (must be empty)</td>
<td>Egg cartons</td>
</tr>
<tr>
<td>Steel (tin) cans</td>
<td>Envelopes (windows okay)</td>
</tr>
<tr>
<td></td>
<td>Junk mail and magazines</td>
</tr>
<tr>
<td></td>
<td>Newspapers</td>
</tr>
<tr>
<td></td>
<td>Packing or Kraft paper</td>
</tr>
<tr>
<td></td>
<td>Phonebooks</td>
</tr>
<tr>
<td></td>
<td>Sticky notes</td>
</tr>
<tr>
<td></td>
<td>Shredded paper</td>
</tr>
<tr>
<td></td>
<td>(place in sealed paper</td>
</tr>
<tr>
<td></td>
<td>bag and label &quot;Shredded Paper&quot;)</td>
</tr>
<tr>
<td></td>
<td>Wrapping paper</td>
</tr>
<tr>
<td></td>
<td>(non-metallic)</td>
</tr>
<tr>
<td>Plastic (Except those labeled &quot;compostable&quot;. No plastic bags, wrappers or Styrofoam.)</td>
<td>Glass (No liquids or food)</td>
</tr>
<tr>
<td>Bottles (leave caps on)</td>
<td>Glass bottles and jars only</td>
</tr>
<tr>
<td>Buckets (metal handle ok)</td>
<td>(metal caps and lids too)</td>
</tr>
<tr>
<td>CD's, DVD's, CDROM &amp; Cases (remove paper insert)</td>
<td></td>
</tr>
<tr>
<td>Coffee cup lids</td>
<td></td>
</tr>
<tr>
<td>Containers and clamshells</td>
<td></td>
</tr>
<tr>
<td>Corks - plastic</td>
<td></td>
</tr>
<tr>
<td>Cups and plates (plastic only, no Styrofoam)</td>
<td></td>
</tr>
<tr>
<td>Flower pots and trays - plastic</td>
<td></td>
</tr>
<tr>
<td>Laundry detergent bottles</td>
<td></td>
</tr>
<tr>
<td>Molded plastic packaging</td>
<td></td>
</tr>
<tr>
<td>Toys (no electronics, metal or batteries)</td>
<td></td>
</tr>
<tr>
<td>Tubs and lids (i.e., yogurt containers and Tupperware)</td>
<td></td>
</tr>
<tr>
<td>Utensils - plastic</td>
<td></td>
</tr>
</tbody>
</table>

Unacceptable Recycling Materials

Please do not place the following non-recyclable materials into your blue container!

<table>
<thead>
<tr>
<th>Batteries</th>
<th>Plastic items mixed with metal, fabric or rubber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramic dishware or glassware</td>
<td>Plastic labeled &quot;Compostable&quot; or &quot;Biodegradable.&quot;</td>
</tr>
<tr>
<td>Clothing, linens, and rags</td>
<td>Scrap metal</td>
</tr>
<tr>
<td>Coat hangers</td>
<td>Soiled paper (paper cups, plates, napkins, tissues,</td>
</tr>
<tr>
<td>Electronics</td>
<td>towels, take-out boxes and greasy pizza boxes)</td>
</tr>
<tr>
<td>Foil-backed or plastic-backed paper</td>
<td>Styrofoam</td>
</tr>
<tr>
<td>Food scraps</td>
<td>Waxed cardboard and paper</td>
</tr>
<tr>
<td>Glass mirrors and windows</td>
<td>Waxy paper milk or juice cartons</td>
</tr>
<tr>
<td>Juice or soy milk type boxes with foil liner</td>
<td>Wood</td>
</tr>
<tr>
<td>Incandescent light bulbs, Fluorescent light bulbs, and HIDs Plastic bags, wrappers or film</td>
<td>Yard trimmings</td>
</tr>
</tbody>
</table>

### Acceptable Composting Materials

*Only place materials accepted for composting in your compost bin!*

#### Food Scraps *(Anything that used to be alive)*
- Bread, grains, and pasta
- Coffee grounds with paper filter
- Dairy
- Eggshells and eggs
- Fruit (pits and shells too)
- Leftovers and spoiled food
- Meat (including bones)
- Seafood (including shellfish)
- Tea and tea bags
- Vegetables

#### Food Soiled Paper
- Coffee filters
- Greasy pizza boxes
- Paper cups and plates
- Paper ice cream containers (metal or plastic rim is OK)
- Paper bags, napkins, tissues, and towels (metal handle OK)
- Tissues
- Waxy paper milk and juice cartons (no foil liner, plastic spout OK)

#### Plants *(Extra yard trimmings must be boxed, bundled or placed in brown paper bags less than 40lbs per item and placed next to the green cart for collection.)*
- Branches and brush
- Flowers and floral trimmings
- Grasses and weeds
- Leaves
- Tree trimmings (less than 6 inches in diameter and 4 feet long)

#### Other
- Cotton balls and cotton swabs
- Hair, fur, and feathers (non-synthetic)
- Plastic and cutlery clearly labeled "Compostable." (green stripe or sticker to allow for easy identification)
- Vegetable wood crates (metal wire is okay)
- Waxed cardboard and paper
- Wood - small pieces of lumber or sawdust from clean wood only (no plywood, pressboard, painted, stained or treated wood)
- Wooden chopsticks

### Unacceptable Composting Materials

*Please do not place the following materials into your green container!*

| Aluminum foil or trays "Biodegradable" plastic (not labeled "Compostable") Cat litter or animal feces Ceramic dishware or glassware Clothing, linens, and rags Cooking oil Corks - Natural (Drop in barrels at Whole Foods) Corks - plastic Diapers Dirt, rocks or stone Flower pots or trays | Foil-backed or plastic-backed paper Glass, metal or plastic not labeled "Compostable." Juice or soy milk type boxes with foil liner Liquids or ice Plastic bags, wrappers or film Recyclable/clean cardboard or paper Styrofoam Wood - plywood, pressboard, painted or stained wood |
### Acceptable Trash Cart Items

**Only place materials that cannot be reused or recycled in your trash bin!**

<table>
<thead>
<tr>
<th>Acceptable Items</th>
<th>Unacceptable Items</th>
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<tbody>
<tr>
<td>Cat litter and animal feces (bagged)</td>
<td>Appliances</td>
</tr>
<tr>
<td>Ceramic dishware or glassware</td>
<td>Asbestos</td>
</tr>
<tr>
<td>Clothing linens and rags</td>
<td>Batteries</td>
</tr>
<tr>
<td>Cigarette Butts (extinguished - run under water prior to disposal)</td>
<td>Coat hangers</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Construction debris</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Cooking oil and grease</td>
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<tr>
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</tr>
<tr>
<td>Dental floss</td>
<td>Electronics</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Fluorescent or HID light bulbs</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Food scraps soiled paper or yard trimmings</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Household hazardous waste or chemicals</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Mylar (shiny metal) bags (potato chips, candy bars, balloons, etc.)</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Pens and pencils</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Plastic bags, wrappers, and film</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Plastic items mixed with metal, fabric or rubber</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Plastic labeled &quot;Biodegradable&quot; only</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Rubber bands</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Six-pack ring holder - please cut up</td>
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<tr>
<td>Dental floss</td>
<td>Sponges</td>
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<tr>
<td>Dental floss</td>
<td>Styrofoam</td>
</tr>
<tr>
<td>Dental floss</td>
<td>Twist Ties</td>
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<tr>
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<td>Wood - small pieces of plywood, pressboard, and painted or stained wood</td>
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<td>Large items (furniture, metal, plastic, wood)</td>
</tr>
<tr>
<td>Liquids or ice</td>
</tr>
<tr>
<td>Motor oil</td>
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<tr>
<td>Needles or syringes</td>
</tr>
<tr>
<td>Paint</td>
</tr>
<tr>
<td>Plastic labeled &quot;Compostable.&quot;</td>
</tr>
<tr>
<td>Recyclable cardboard, glass, metal, paper or plastic</td>
</tr>
<tr>
<td>Toys with electronics or batteries</td>
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<td>Waxed cardboard and paper</td>
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SAFETY & SECURITY
PROTECTING YOURSELF AND YOUR BELONGINGS

Personal Safety
The Department of Housing, along with Campus Safety & Security, takes the safety and security of each residence hall very seriously. Taking an active role in ensuring your safety includes: locking your doors every time you leave your room, storing your valuables in a discreet and hidden space within your room, walking around San Francisco with a buddy or in groups, always being actively aware and knowledgeable of your immediate surroundings, obeying all city, state and federal ordinances, and working to be a conscientious neighbor to those individuals who live near and around the residence halls (i.e. don’t smoke, loiter, or cause a loud disturbances in front of our neighbor’s buildings).

It is not possible for any housing owner or manager to ensure “safety” or “security.” The Academy of Art University Department of Campus Safety & Security (CSS) provides safety services for the Academy of Art University campus housing from time to time at their sole discretion. You should not assume their presence. We believe in the effectiveness of neighbors looking out for each other, and we encourage residents to get to know their neighbors. You must promptly report any incident of theft, vandalism, or unsafe conditions to Academy of Art University CSS and the Housing Department. Please call the Academy of Art University Campus Safety & Security at (415) 618-3896 for non-emergencies or 911 to report any criminal activity.

In accordance with the Crime Awareness and Campus Security Act of 1990, Academy of Art University publishes crime statistics each year. We cooperate with CSS in reporting crime information in order to make accurate statistics available.

Personal Security Awareness
No security system is fail-safe. Even the best system can’t prevent crime. Always proceed as if security systems don’t exist since they are subject to malfunction, tampering and human error. We disclaim any express or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

Residence Hall Safety Tips
- Lock your doors and windows, even while you are inside
- Do not put your name, address or phone number on your key ring
- Immediately report lost or stolen keys to the Residence Hall Staff
- Dial 911 for emergencies. If an emergency arises call the appropriate governmental authorities first, and then call Campus Safety & Security
- Be aware of your personal items. Do not leave purses, wallets, laptops, and other valuables unattended in any of the community spaces
- Mark or engrave identification on valuable personal property
- Do not prop open any exterior entry door, the door to your room or allow non-residents to follow you in; this compromises not only your safety but the safety of the community
- Never let a stranger into your room or building. If a person/persons are loitering outside your residence hall or room, alert the Residence Hall Staff or Campus Safety immediately
Safety in the City

As an urban campus, it’s important for students living in our residence halls to be aware of the possibility of crime that comes with living in a large city. Protect yourself, others and property by staying alert, safety-conscious and informed.

- Get to know your new city – research your area and discover any areas you may not want to visit at specific times.
- Be aware of your surroundings.
- Avoid wearing headphones or earphones when walking alone.
- Avoid walking at night alone, travel with a friend or in groups.
- Secure expensive items like wallets, cell phones, computers, and tablets in a concealed area on your person.
- Never get into a stranger’s vehicle.
- If going out, always alert a roommate or friend to where you are going and what time you expect to return.

Campus Cruisers

Academy of Art University Department of Campus Safety & Security provides an escort service each evening for persons who may be walking alone on campus. You may utilize this service by calling (415) 618-3896 or ask a friend to walk with you after hours.

ARTU Alert System

A free campus safety text messaging service is now available. This real-time alert will provide information regarding any emergencies or safety precautions that may affect the university and its surroundings.

To sign up, text: “EZARTU” to 313131.
You will receive a text message back and you must reply “Y.”
**Message and data rates may apply**

Please note: Your information will not be shared with other parties. This service is free of spam, and you will only receive safety alerts from Academy of Art University. All students are encouraged to sign up for this service.

Personal Belongings

The Department of Housing, along with Campus Safety & Security, takes the safety and security of each residence hall very seriously. Taking an active role in ensuring your safety includes: locking your doors every time you leave your room, storing your valuables in a discreet and hidden space within your room, walking around San Francisco with a buddy or in groups, always being actively aware and knowledgeable of your immediate surroundings, obeying all city, state and federal ordinances, and working to be a conscientious neighbor to those individuals who live near and around the residence halls (i.e. don’t smoke, loiter, or cause a loud disturbances in front of our neighbor’s buildings).

CHECKING OUT OF HOUSING

UNIVERSITY BREAK PERIODS

The residence halls close three (3) times each year at the conclusion of the fall, spring and summer semesters. Residence Hall buildings will remain open during Thanksgiving and Spring Break.
December 20, 2016 - ALL residential buildings close at 12:00 PM (noon) on this day. Take home all personal items that you will need in between your move out and move in date in January, as you will not be able to enter your room during this time period. You are not required to pack up and move out entirely. You only need to take what is needed for the winter break.

Spring 2017 Check-Out Date (TBA) - ALL residential buildings close at 4:00 PM on this day. Residents are required to move out 24 hours after their last final exam or by the check-out date, whichever comes first. You will be required to vacate your space entirely on this date. If you are participating in the Spring Show or graduating, special arrangements can be made by contacting the Department of Housing in April 2017.

CHECK OUT PROCESS

If at any point, you decide to move out of campus housing, you must follow these instructions:

- Schedule an appointment with your Resident Director (RD). The RD or RA will inspect your room for damage and will note any damage maintenance on your Room Condition Form. A final assessment of the unit will be made by the Resident Director after all residents have vacated the unit. Additional Fees may apply after final assessment.
- Sign your Room Condition Report and take your copy.
- Return your keys to your Resident Assistant (RA) after the inspection.

Failure to complete the above steps will result in improper checkout fees.

*For information on deposit refunds, please refer to page 8 of this Guide to Campus Housing*

IMPORTANT:
The Housing License Agreement (HLA) is effective for the entire academic year, meaning both Fall and Spring semesters, and cannot be terminated early. This means that you will be responsible for paying housing rent for the entire academic year even if you choose to move off campus before the end of the License Agreement.

INTERSESSION HOUSING

Intersession is the period of time between the end of semester classes/hall closing and the next semester hall opening. Students must apply separately for this period of housing and pay additional fees if approved to stay. Current residents who are approved for intersession housing are responsible under the terms of the signed Housing License Agreement, which covers the full academic year and any approved intersession periods. Students who meet the following criteria are eligible to apply for intersession housing with the Department of Housing (intersession housing is not for storage of belongings):

- **Unanticipated Travel Constraints** -- PLEASE BOOK TRAVEL ACCORDINGLY. Students with unanticipated travel constraints are not eligible to stay for the entire intersession period and may only be approved for 1-2 days of intersession. To be approved, travel constraints must be unanticipated. Example: Airline rescheduled your flight or flights to your destination are only available on certain days of the week.
- **Intercollegiate athlete** -- Student athletes competing in a sport during the intersession period will be allowed to stay on campus. **Athletes must still fill out an intersession form to inform housing of their intention to stay.**
- **Intersession Classes** – Student has enrolled for intersession classes and can verify with class schedule.
- **Enrolled in classes AND University housing for the upcoming term** -- Students must be enrolled in classes for the upcoming semester AND must already have a housing assignment for the upcoming semester.
- **Graduating** - If you are a graduating student who is taking part in the commencement ceremony at the end of the current term, you may be approved to stay 1-day after your graduation date.

**PLEASE BE ADVISED:** You may be asked to provide documentation of travel and/or a class schedule in order to be approved.

Eligibility does not guarantee approval. Given space constraints, only a limited number of students may be approved for Intersession housing. You must be in good disciplinary and academic standing, and all housing balances must be paid in full in order to be considered.

Students who have been approved for Intersession stay by the Department of Housing & Residence Life may be required to move during the break period to another housing accommodation on campus.
STUDENT CONDUCT PROCEDURES
Community Standards and Expectations for Academy of Art
University Students Living in Campus Residence Halls

PERSONAL INTEGRITY
The Department of Housing & Residence Life at Academy of Art University (the University) is committed to creating a living and learning community in which all members contribute to and participate in the free pursuit of artistic truth and honesty. The Department of Housing & Residence Life strives to establish an atmosphere of mutual trust in which all members of the community abide by ethical standards in personal conduct and in exercising both individual and communal responsibilities.

RESPECT AND CARE FOR SELF
The Department of Housing & Residence Life at the University is dedicated to providing living and learning environments which foster personal health and wellness. To this end, the Department of Housing & Residence Life expects all resident students to make a personal commitment to maintaining health in both mind and body. All resident students are responsible for their own personal self-care and are expected to refrain from actions which may result in self-harm or self-degradation.

RESPECT FOR THE RIGHTS AND CONCERNS OF OTHERS
The Department of Housing & Residence Life at the University strives to provide an environment that nurtures the artistic growth and development of students, in which students demonstrate respect for one another, are sensitive to differences in others, and partake in fair and just interactions with each other. All members living within the on-campus housing community at the University are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind.

RESPECT FOR PROPERTY
All resident students living in the on-campus housing community at the University are expected to respect all University property, including Housing Facilities either leased or owned, as well as the property of other members of the University community, and the property of the City of San Francisco and the global community in which we all live.

RESPECT FOR THE LAW AND UNIVERSITY POLICIES
The Department of Housing & Residence Life at the University operates within the boundaries of federal and state laws, in addition to governing itself. Members residing within the University’s on-campus housing community are expected to demonstrate respect for the laws of the City of San Francisco, the laws of the state of California, federal laws and regulations, as well as Housing and University policies, regulations, procedures, their administration and the processes for changing those laws, policies and regulations and procedures.
STUDENT CONDUCT PROCEDURES
Student Rights & Responsibilities

In any case of alleged student misconduct, a resident student living on-campus at the Academy of Art University has the following rights and responsibilities:

- To be notified of the student rights and responsibilities as outlined in the Student Conduct Policies and Procedures section of the “Guide to Campus Housing”.
- To cooperate fully throughout the entire student conduct process by meeting deadlines, providing requested information, and abiding by requests and/ or instructions from the Conduct conference officer(s) or other Housing designee.
- To be notified at least one (1) business day prior to a student conduct conference pertaining to alleged violation(s) of the Housing License Agreement and to be notified of the date, time, and location of the conduct conference. The Department of Housing & Residence Life reserves the right, in instances where the alleged violation(s) may have caused dire harm to either the community and/or the individuals involved, to enact the student conduct conference process without a one (1) day notification. In such instances, the conduct conference process will move forward immediately at the sole discretion of the assigned Housing conduct conference officer(s) or other Housing designee.
- To discuss the incident and his/her alleged involvement and to review the policies that were allegedly violated with a conduct conference officer(s).
- To respond to information used to determine the outcome of the conduct conference.
- To present pertinent information and accounts of witnesses on his/her behalf.
- To be notified in writing within three (3) business days of the outcome of the conduct conference via a conduct conference outcome letter. The conduct conference outcome letter includes the finding, and corresponding sanctions, if applicable. The conduct conference outcome letter may instead contain notification of the date, time, and location of a secondary conduct conference meeting in the event the conduct conference officer(s) needs more information or the case is forwarded to a new conduct conference officer(s).
- To be informed of the process to submit a request for review of the conduct conference outcome and given the opportunity to submit a request for review within three (3) business days from receipt of the conduct conference outcome summary letter. The Department of Housing & Residence Life reserves the right to deny any request for review without explanation or reason given.
STUDENT CONDUCT PROCESS

The purpose of the student conduct process is to provide a formalized system to investigate and address alleged violations of Housing and University Policy in a fair and efficient manner. The student conduct process is a conduct process – not a legal proceeding.

Procedures

An Incident Occurs —

Any time an incident occurs within an Academy residence hall or within close proximity to a residence hall, a Resident Assistant (or other Housing staff member), and/or a member of Campus Safety & Security, will document the incident and write an objective report detailing the sequence of events and the individual(s) involved. These reports will then be forwarded to the Resident Director of the building where the documented student(s) live as well as to the designated Housing Staff for review. During the review of the reports, it will be determined whether the behavior documented in the report calls into question any potential violations of Housing and/or University policies.

Incident Report (IR) —

Incident Reports (IRs) are designed to give the reporting party (Resident Assistants and other Housing staff members, Campus Safety, Academy of Art University staff, and/or Academy of Art University students) an opportunity to document factually situations in which a violation Housing and/or University policy may have occurred. The report contains information about what the report-writer observed, including the name(s) of the student(s) involved, the behavior observed, and witnesses who were present. The report provides as much objective detail as possible.

IRs may also be used as an informative tool in instances where there may not be a direct policy violation. For example, IRs may be used to document observations of a resident or set of circumstances which pose a concern to the student him/herself, the staff, and/or the community as a whole.

Conduct Conference Notice —

Reports are assigned to a designated housing conduct conference officer (or officers). The assigned conduct conference officer will determine what if any, policy each resident student is alleged to have violated. The corresponding policies that may have been violated are known as “charges.”

The conduct conference officer will create a conduct conference notice letter, which provides notice of the date, time, and location of the alleged incident, the corresponding charges, and the date, time, and location of the resulting conduct conference. Two original copies of the allegation letter will be hand-delivered to the student involved. The student recipient must sign one of the original copies to confirm receipt of the letter and return it to the deliverer so that the signed copy can be retained in the student’s housing file in the Housing Department. The student will keep the second copy for the student’s own records.

All students who receive an allegation letter are REQUIRED to attend their assigned conduct conference. Failure to attend the conduct conference without advanced notice to the conduct conference officer and without advanced rescheduling of the meeting will result in additional disciplinary action and fines.
Supporting Documents Submitted Prior To Conduct Conference –

Optional: Students may submit a written statement detailing her/his account of the incident in question to be considered during the conduct conference and to be maintained in the student conduct file if s/he chooses. The student statement must be submitted 24-hours prior to the conduct conference. Additionally, students who wish to bring forward witness statements must provide the witness statements to the conduct conference officer, in writing, 24-hours prior to the conduct conference. Each witness statement must have the printed name and signature of the author who wrote the account and the date the author signed the account. Witness statements must pertain to factual information related to the alleged incident. Character witness accounts are not permitted.

Conduct Conference —

Each conduct conference is a meeting conducted by one or two (1-2) housing conduct conference officers with a student alleged to have violated Housing and/or University policy. The conduct conference officer(s) reviews the Incident Report(s) and other information (Campus Safety & Security report, student statement(s), witness statement(s), etc.) prior to the conduct conference with the student to become as familiar as possible with information pertaining to the case.

No other persons other than the assigned conduct conference officer(s) and the student are permitted in the conduct conference. Parents, friends, lawyers, etc., are not permitted at the conduct conference.

The purpose of the conduct conference is to provide the resident student, who has been alleged to have violated a policy (or policies), an opportunity to share with the conduct conference officer(s) their perspective of what occurred during the incident. Students can either accept responsibility or contest responsibility for all or part of the alleged policy violation(s).

Additionally, the conduct conference is an opportunity for the conduct conference officer(s) to gather additional information about the incident in question. The conduct conference officer(s) will ask questions and seek clarification from the resident student in order to gather as much information as possible to help determine whether or not the student will either be held “responsible” or “not responsible” (the process does not use “guilty” and “not guilty” because it is not a legal proceeding) for violating the policy or policies in question.

At the end of the conduct conference, the conduct conference officer(s) can either deliberate in private or the conduct conference outcome can be made at the end of the conduct conference in the presence of the resident student. In some circumstances, the conduct conference process may take place over multiple meetings on multiple days.

Attendance at conduct conferences is mandatory and is in the best interest of the student alleged to have violated policy. Failure to attend conduct conferences will result in disciplinary action (see CP 31, “Defiance of Authority”) and $75 fine. If a student fails to attend the conduct conference, the conduct conference will likely be conducted without the benefit of the student’s participation.
Burden & Standard of Proof—

The student responding to the reported allegation is presumed to have not violated the policy (or policies) unless through the conduct conference process it is determined the resident student did commit a violation. The standard for determining responsibility for a violation is a preponderance of evidence. This means that there must be information that establishes that the alleged policy violator “more likely than not” violated the policy (or policies) outlined in the conduct conference notice.

Notice of Outcome —

The housing conduct conference officer notifies the resident student in writing of the conduct conference outcome within three (3) business days, when feasible, after the conclusion of the conduct conference with a conduct conference outcome letter. The conclusion of the conduct conference is when the investigation has been completed, and all parties and witnesses to the incident have been interviewed and/or had their student conduct conferences. Conduct conference officer(s) reserve the right to notify students of the conduct conference outcome later than three (3) business days when extra time is needed for the process to conclude.

The conduct review outcome letter informs the resident student of the conduct review officer’s decision regarding whether or not the resident student has been held responsible for violating the policy (or policies) of the Housing License Agreement in question and informs the student of what sanctions, if any, need to be completed and by which date. Students are REQUIRED to complete all sanctions in a timely manner, and failure to do so will result in additional disciplinary action and fines. Ultimately, failure to complete sanctions may result in prohibition from application for housing in future semesters (see CP. 31, “Defiance of Authority.”)

Interim Restrictions – Depending on the nature of the incident, the Department of Housing & Residence Life reserves the right to impose interim restrictions prior to a conduct conference and/or a meeting with a Department of Housing & Residence Life designee (see CP. 34, “Interim Restrictions.”) The following are examples of interim measures:

1. No Contact Order;
2. Temporary Room Relocation; and/or
3. Interim Suspension from Housing:
   - May be imposed a) to ensure the safety and well-being of members of the Housing/University community or preservation of University property; b) to ensure the student’s physical or emotional safety and well-being; or c) if the student may otherwise pose a potential threat of disruption or interference with the normal operations of the residence hall or University
   - During the interim suspension, the student will be denied access to the residence halls, and building and room keys will be collected.
   - In the event of an interim housing suspension, the conduct conference will be carried out after completion of an investigation. The Department of Housing & Residence Life will work to investigate quickly and efficiently. However, investigations may take several weeks to complete.
   - No refunds for lost room, board, or tuition costs will be made during this period.
Request for Review —

Requests for Review must be submitted in writing to the designated Housing staff member, no later than three (3) business days from the date the student receives the conduct conference outcome letter. The request must be typed and must be submitted either via email or hard copy. A request will only be considered if one or more of the criteria for the request for reconsideration are met. See “Request for Review Procedures” for more detail.

Student Conduct File –

Incident reports, conduct conference notice letters, conduct conference outcomes, and any other information pertaining to a student’s involvement in an incident(s) are kept and maintained in the student’s housing file in the Department of Housing & Residence Life office.

Student Conduct Procedure Modifications for Sexual Misconduct Cases –

In cases where sex discrimination, sexual harassment, sexual violence, domestic or dating violence or stalking has been alleged, the Academy of Art University’s Title IX policy will apply and the following modifications in the student conduct procedures, listed above, will occur (the procedures listed below are a summary of the Title IX process, please see the University’s full Title IX policy for complete details):

1. **Notification of Investigation and Interim Measures**: The complainant (student alleging the sexual misconduct) and the respondent (student alleged to have committed the sexual misconduct) will both be notified of the complaint received and will be informed of their rights and responsibilities during the investigative process. Interim measures may be put in place to prevent recurrence of the misconduct.

2. **Formal Investigation**: The assigned Title IX investigator(s) will meet separately with both the complainant and the respondent to obtain information and facts about what occurred. This is the complainant’s and respondent’s chance to present any additional relevant information or potential witnesses.

3. **Findings**: Once the formal investigation is complete both parties will be simultaneously notified of the investigator’s findings (based on a preponderance of the evidence) and any applicable sanctions. The notification will also outline the procedures to appeal the decision.

4. **Appeals**: Appeals under this section will follow the procedures outlined in the Academy of Art University’s Title IX policy. Appeals may only be filed by the complainant or respondent if one of the following situations apply: (1) A procedural error in the investigation; (2) Previously unavailable evidence has come to light that could significantly impact the outcome of the case; (3) the decision was an abuse of discretion; and/or (4) The sanctions are substantially disproportionate to the findings. Failure to file any appeal that meets the appeal qualifications within the timeline provided will make the findings of the investigation final. No additional levels of appeal are available.

**CONDUCT CONFERENCE OUTCOMES AND SANCTIONS**

After the conduct conference officer has deliberated and determined that a student will be held responsible for policy violation(s) of the Housing License Agreement, one or more of the following sanctions could be assigned:
1. **Educational Sanctions:** Sanctions that serve as a means for the student to have a meaningful & intentional experience as determined by the conduct conference officer as a beneficial learning opportunity for the specific individual. Examples of educational sanctions include: preparation and presentation of a program, preparation of a bulletin board, assigned reading and response paper, attending an alcohol and/or drug education program (AA, NA), referral to counseling, Judicial Education, E-Check Up To-Go, contribution of service to the community, and/or other educational activities. Educational Sanctions may vary from resident to resident, regardless of whether a group of students is found in violation of the same policy.

2. **Restitution:** Reimbursement by transfer of property or services to the Department of Housing & Residence Life or a member of the University community in an amount not in excess of the damages or loss incurred.

3. **Fines:** Financial assessment not to exceed $500.00

4. **Limitation or Loss of Housing Privileges:**
   - **Limitation of Housing related services and activities for a specified period of time,** which is consistent with the offense committed (i.e. revocation of visitation privileges, revocation of privileges to enter a particular residential building or dine at a particular dining facility, etc.)
   - **Residence Hall Relocation:** The Resident student will be administratively moved to another residence hall.
   - **Housing Probation:** A period of time (minimum one semester) during which the student’s actions are subject to close examination. Violations committed during this period will be considered with prejudice and may result in immediate removal from campus housing.
   - **Loss of Housing Eligibility for Future Semesters:** Student may continue to live in campus housing until the end of the current semester. However, the student is unable to apply for, or return to, campus housing for future semesters. Loss of eligibility is for a designated number of semesters or is indefinite. This sanction may be combined with other loss of privileges sanctions, such as Residence Hall Relocation.
   - **Deferred Loss of Housing:** Serves as a final warning that any future violations of Housing and/or University policy will result in strong consideration of loss of housing as a final response.
   - **Removal from Housing (Revocation of Housing License):** Immediate removal from University Housing; students will in most cases be given 24-48 hours to find alternative housing accommodations. Removal from Housing is permanent and applies to all future semesters the removed student attends AAU.
   - **Removal from Housing (Revocation of Housing License & Persona Non Grata):** Immediate removal from University Housing. Students will in most cases be given 24-48 hours to and alternative housing accommodations. Removal from Housing is permanent and applies to all future semesters the removed student attends AAU. Additionally, the student is no longer welcome or allowed within or near any University Housing facilities.

**REQUEST FOR REVIEW**

Resident students who have been found responsible for violating a policy have the right to request a review of the conduct conference outcome. A request for review must be made in writing to the designated Housing staff member within three (3) business days from the date the student receives the conduct conference decision.

1. The request must be submitted, in writing, typed, within three (3) business days of the date of receipt of the conduct conference outcome letter.
2. A request will only be considered if one or more of the following criteria is met, and as a result, the request must specifically state which of the following criteria for the request has been met:
• The established student conduct procedures were not followed in a significant way and as a result, the factual findings, the sanction, or both, were not correct.
• The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances. In cases in which a charged student has accepted responsibility, the request for review is limited to this option.
• There is new information that would have been material to the outcome, had the information been presented at the conduct conference. The new information must be included with the student’s request for review.
  1. The student must show that the new information was not known to the person at the time of the conduct conference meeting.

3. The Department of Housing & Residence Life reserves the right to deny any requests that do not meet the criteria listed or that are not submitted on time. All requests and any supplemental supporting documents or statements must be typed. Any handwritten supplemental supporting documents will not be accepted.
4. The request is reviewed to determine the validity of the request for a review in accordance with the criteria described in No. 2 above.
5. The resident student will be informed of the decision pertaining to the request for review within five (5) business days of submitting the request. In exceptional circumstances, the five (5) business days may be extended if more time is necessitated for consideration of the request for review. In such instances, the resident student will be notified.
6. If the request for review is granted, the reviewer may:

• Maintain the original finding and sanction; or
• Change either the finding or the sanction; and
• The reviewer can decide to modify the sanctions without granting a second conduct conference

7. Reviews of cases, if applicable, are conducted in accordance with the general student rights and responsibilities and student conduct procedures outlined in the Housing License Agreement.
8. Requests may only be filed once per incident. If a request is denied, a second request for review cannot be submitted. If a request is granted, the final result and/or outcome of that request may not be submitted for an additional request for review.
9. The Department of Housing & Residence Life reserves the right to deny requests without providing a reason for why the request has been denied.

COMMUNITY POLICIES

The Academy of Art University expects students to display honesty, integrity, and professionalism in every aspect of their behavior and work at the University. The University expects students to be mindful of their audience as they innovate through their art. Students are expected to respect themselves, other members of the University community, and the institution itself.

Students must follow all standards of conduct in these Community Policies, the Academy of Art University Code of Conduct and the Housing License Agreement. Please be aware that you are responsible for understanding and abiding by these policies, rules and regulations. Should you choose to disregard any of the stated policies and/or guidelines of your community, elements of the Student Conduct Process may be exercised to hold you accountable for your actions.
In addition, you are responsible for informing your guests of each policy, and you will be held accountable for your guests’ actions.

Failure to comply with community policies may lead to consequences such as but not limited to educational assignments, housing probation, fines, restitution or removal from Academy of Art University campus housing. Request for Review of sanctions from a student’s conduct conference is permitted and must first be addressed in writing to the Director of Housing (or designee). If you are dissatisfied with this decision a written request may be forwarded to the Office of the Chief Academic Officer, Sue Rowley, located at 79 New Montgomery, 415-618-6191.

COMMUNITY POLICIES

CP.1) ALCOHOL: The possession, consumption, sale or manufacture of alcohol, regardless of resident and/or guest age is strictly prohibited in any University facilities (leased or owned). This includes being under the influence of alcohol. The possession of alcohol paraphernalia (packaging, “trophy bottles,” empty bottles/cans, shot glasses, drinking funnels, etc.) also is prohibited. This includes items that are used or could be used in connection with drinking games or the rapid, mass, or otherwise dangerous consumption of alcohol of any type. If the University finds such items in Student’s room, he/she may be subject to disciplinary action. The sale, manufacture, or dissemination of alcohol is strictly prohibited.

CP.2) DRUGS & ILLEGAL CONTROLLED SUBSTANCES: Federal law and University policy prohibit the use, possession, sale, manufacture, or distribution of illegal drugs and/or paraphernalia. This includes being under the influence of drugs & illegal controlled substances. This policy also applies to medical marijuana to the extent permitted by law, regardless of whether the user possesses a valid California medical marijuana card. Marijuana is classified as an illegal drug under the federal Controlled Substances Act (21 U.S.C. § 801 et seq.), and possession of any amount is punishable under federal law by imprisonment for up to a year and/or a minimum fine of $1,000. In addition, the possession, sale, manufacture, use, or distribution of prescription drugs by a student to whom the medication was not prescribed is prohibited and will result in disciplinary action.

CP.3) WEAPONS: The University’s Code of Conduct prohibits explosives (including fireworks), firearms, and/or weapons of any type in University campus housing, residents’ rooms, or on campus grounds. Bringing firearms, weapons, and/or ammunition into University Campus Housing or storing them in Student’s rooms or anywhere else may be grounds for the immediate termination of this Agreement, sanctions under the University’s Code of Conduct, and criminal prosecution under California Penal Code section 626.9, punishable by imprisonment up to four years. For the purpose of the University’s Housing policy, weapons may further include, but are not limited to, any daggers, knives having a blade longer than 4 inches (except over the counter silverware with blades designed and used for eating and food preparation purposes), folding knives with a blade that locks into place, ice picks, razors with an unguarded blade, tasers, stun guns, paint guns, air guns, CO2 pressure guns, martial arts weapons, archery equipment, mace, laser pointers, tear gas, BB guns, and sling shots, toy, “fake” or “replica” guns or water guns.

CP.4) BEHAVIOR(S): Student is prohibited from engaging in any of the following behaviors: conduct in or about any residence halls that poses a threat to the health or safety of themselves, others, or property; behavior that interferes with the rights or well-being of others; or personal actions that violate any provision of this contract, or any rule, regulation, or policy of the University, or any applicable law. The University may immediately terminate the Agreement if Student threatens to harm himself or herself or threatens to harm another person. In addition, a student establishes an unacceptable pattern of misconduct when he or she is frequently in trouble, even where the individual offenses are minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant
disciplinary problem and may result in termination of this Agreement at the University’s sole discretion, with 24-hours written notice to Student pursuant to the terms of this Agreement.

CP.5) SEXUAL HARASSMENT: Sexual harassment toward a student arises where another student/staff member:
- Explicitly or implicitly conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, request for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature; or
- Engages in sexually harassing conduct (that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) that is sufficiently severe, persistent, and/or pervasive to limit a student’s ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment. Examples include, but are not limited to:
  - Unwelcome sexual advances – whether or not they involve physical touching.
  - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, or comment about an individual’s sexual activity, deficiencies or prowess.
  - Displaying sexually suggestive objects, pictures, or cartoons.
  - Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggesting or insulting comments.
  - Inquiries into one’s sexual experiences.
  - Discussion of one’s sexual activities.

CP. 6) SEX DISCRIMINATION AND SEXUAL MISCONDUCT: Members of the University community, guests, and visitors, have the right to be free from discrimination on the basis of sex. Sexual misconduct is prohibited and includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, stalking, dating violence, and domestic violence. Policy definitions:
- Effective consent – Effective consent is informed, knowing and voluntary, and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Effective consent can never be given by minors, mentally disabled persons, or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidating behavior, duress, or coercion is not effective consent. A person who knows or reasonably should have known that another person is incapacitated may not engage in sexual activity with that person. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.
- Non-Consensual Sexual Intercourse – Any sexual penetration (anal, oral or vaginal), however slight, with any part of one’s body or any object by a man or woman upon a man or woman without effective consent.
- Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any part of one’s body or any object by a man or woman upon a man or woman without effective consent. Any disrobing of another or exposure to another by a man or woman without effective consent.
- Sexual Exploitation – Taking sexual advantage of another person without effective consent. Examples include, but are not limited to, causing or attempting to cause the incapacitation of another person through ingestion or use of drugs or alcohol or otherwise; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including, but not limited to, HIV, to another person.
- Stalking – “Stalking” refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property.
Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- **Dating Violence** - “Dating Violence” refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence** - “Domestic Violence” refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred.

The student must review the University’s Student and Academic Policies and, in particular, the University’s policies regarding sexual violence and misconduct under “Prohibited Conduct,” “Definitions and Descriptions of Key Terms,” “Violations of Law and Disciplinary Regulations,” and “University Disciplinary Procedure.”

A student may be accountable to both criminal and civil authorities and to the University for acts that constitute violations of the law and of the University’s Student Code of Conduct. Disciplinary action at the University may proceed pursuant to the University’s Disciplinary Procedures despite any pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

**CP.7) HARASSMENT**: Members of the University community, guests, and visitors, have the right to be free from Harassment, which is prohibited. “Harassment” includes, but is not limited to, written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.

**CP.8) PROHIBITED ITEMS**: The following items are prohibited in University housing: water beds, lofted beds, microwave ovens, television/radio antennae placed outside the room/exterior of the building or adjacent grounds, weapons (as specified under “Weapons” under Section CP.3 above), CO2 hazardous chemicals, gasoline, candles (with or without a wick), incense, illegal drugs (see Section CP.2 above), drug paraphernalia, hookahs, bongs or other smoking devices, alcoholic beverages, alcohol containers/bottles/cans, automobiles, or vehicles of any kind (or parts, repair tools), accessories for any vehicle, air conditioners, dart boards, halogen lamps, sun lamps, space heaters without a safety feature, weight lifting equipment, and live holiday decorations (including string lights), and inflatable pools. Motorized vehicles (including but not limited to motorcycles, mopeds, Hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) may not be operated, charged, or stored inside any residence hall. The University reserves the right to determine that an item not mentioned above is prohibited, and to remove or confiscate any and all prohibited items. The University claims no responsibility for confiscated items. Approved appliances must be UL (Underwriters Laboratories) approved. Only power strips equipped with circuit breakers, surge suppression, and a construction grade cord with a grounded third prong may be used in Student’s room.

**CP.9) NOISE**: Quiet hours are established to promote an atmosphere conducive to studying and sleeping. Quiet hours are designated as follows, 10:00 p.m. to 9:00 a.m., Sunday to Thursday and from midnight to 9:00 a.m. on Friday & Saturday. During this time, Student is expected to: (a) ensure that noise cannot be heard beyond the confines of his/her room, (b) keep doors closed when entertaining his/her guests and (c) remain quiet in common areas of the building. Noise and/or music are not to be heard outside windows or in the hallway at any time, night or day. While there are standard quiet hour guidelines, courtesy hours are in effect 24 hours per day and require that all sound be kept to a reasonable level without disturbance to other members of the community. The student is expected to communicate
with his/her neighbors if noise is too loud. Additionally, quiet hours are recognized on a 24-hour basis during final exam periods.

**CP.10) FIRE SAFETY:** Student is expected to observe fire safety policies and procedures. Misuse (including, but not limited to, false alarms) or damage to fire/emergency equipment (such as fire pull boxes, fire extinguishers, fire doors, fire strobe lighting, fire hoses, smoke detectors and sprinkler systems) is strictly prohibited and will result in disciplinary and/or criminal action as permitted by law. Activating false alarms or tampering with or disabling fire equipment is a misdemeanor in the State of California, punishable by up to a year in county jail and/or a fine not exceeding $1,000. The student is not to hang anything from sprinkler heads. Damage to sprinkler heads may result in flood damage for which Student will be responsible. If a fire alarm sounds, ALL students must exit the facility at the nearest emergency exit. The student will be held responsible for alarms resulting from smoke or fire as he/she prepares food in kitchen areas. The student must closely monitor food preparation areas at all times while cooking. Participating in any act, which results in a false fire alarm, setting fires or tampering with fire safety equipment, may result in termination of this license by the University, at the University’s sole discretion, with 24-hours written notice to Student pursuant to this Agreement; removal from housing; suspension; and/or expulsion from the University.

**CP.11) SALES & SOLICITATION:** Commercial activity, solicitations or advertisements (written signs or e-mail messages) are not permitted in the residence halls unless permission has been granted by the University’s Department of Housing. The student is prohibited from operating any business or commercial venture out of his/her room. In the case of fundraising events recognized by the University’s campus organizations, approval may be obtained from the University. Announcements and publicity items for residence hall bulletin boards must be submitted to the University and approved prior to posting.

**CP.12) NON-LIABILITY FOR STUDENT PROPERTY:** The University and the Manager shall not be held liable for any damage to, destruction of, malfunction, failure, loss, or theft of any property belonging to, or in the custody of, Student from any cause whatsoever, nor for the failure or interruption of utilities or appliances, whether such loss occurs in Student’s room or other areas. The University does not carry insurance covering personal property. The student is advised to carry property insurance in the event of damage or loss.

**CP.13) DAMAGE, THEFT, & VANDALISM:** Each Student will be held accountable for any damages, thefts, or vandalism for which he/she is responsible and will be billed accordingly. The student should notify the University Campus Housing staff immediately to confront individuals damaging, stealing, and/or vandalizing the facility. In the event that individual(s) do not take responsibility for damages, thefts, or vandalism that occurs in the facility, the repair amount will be divided among all students in the residence hall community. This amount will be billed to Student’s account. Although the University understands that academic assignments may require a variety of artistic mediums, Student must be responsible for the care of the room while completing those projects. Damage resulting from Student’s actions, (including, but not limited to, paint overspray on desks or walls, spray adhesive, charcoal dust staining carpets, cuts in furniture from Exacto knives, etc.) will result in damage charges being assessed to Student’s account.

**CP.14) KEY/ID SECURITY:** Student is responsible for being in possession of keys and his/her Student ID at all times. Keys (room, front door, and mail key) and a Student ID will be issued to him/her and recorded at the beginning of the term period of this Agreement. The keys and ID may not be transferred, duplicated, or given to other individuals. Lost keys or ID must be reported immediately to the Manager. When a key is lost, the lock may be changed and new keys issued. Any student who loses his or her room key will be billed for the cost of all changes made, including but not limited to the full cost of a replacement key and/or Student ID and the cost to install new room lock(s) and obtain new key(s). Keys reported to be temporarily mislaid, keys not returned at the end of the use period, or unauthorized duplicate keys turned in at the end of use will result in the new lock(s) and key(s) being created and replacement costs being charged to Student. This paragraph shall survive termination of this Agreement.

**CP.15) LOCKOUTS:** After regular business hours for the University’s Housing department, such as in the evening and on weekends, please contact the Resident Assistant on duty if Student is locked out. The student will receive one
complimentary lockout outside of the University’s Housing Department’s regular business hours each semester. Subsequent lockout(s) will result in a $20 service fee for each additional lockout. Proper photo identification will be required to prove identity during each lockout. Three (3) or more lockouts will result in disciplinary action.

**CP.16) SMOKING:** Student and guests are subject to University policies and California state and local laws regarding smoking. Pursuant to the San Francisco Health Code Article 19F, smoking is not permitted in or within 15 feet of any facility’s exits, entrances, operable windows, or vents. This includes cigarettes, electronic cigarettes (“e-cigarettes”), vapers (“vapes”), medical marijuana to the extent permitted by law (prohibited by federal law and University policy), cigars, pipes, hookahs, and chewing tobacco, which are prohibited in all areas of the residence halls.

**CP.17) PETS:** For health and safety reasons, pets (including fish & livestock) are not permitted in the residence halls. Service animals as defined by the Americans with Disabilities Act are permitted within University housing following approval of the University’s Director of Housing (see the procedure as specified under “Disability/Health Relations Accommodations” in Section M above). Proper documentation is required and must be submitted prior to the animals’ arrival on campus.

**CP.18) RIGHT OF ENTRY/INSPECTION:** The University reserves the right to inspect rooms/apartments and regulate the use of the premises according to University policies. Student’s room/apartment may be entered without advance notice or consent by authorized University personnel, or authorized agents of the University, whenever there is a reasonable cause concerning the health, safety, and welfare of the individual residents and/or the residence hall community at large. The University reserves the right to enter rooms/apartments for routine repairs and in emergency and/or policy violation situations, including during intersession periods. The student must ensure the security of his or her personal possessions and the University is not responsible for any theft, loss, or damage that occurs during a room inspection, routine maintenance, or repairs.

**CP.19) ABANDONMENT:** Student is responsible for removing all personal possessions when he/she vacates the room, apartment, or suite. Any possessions left in campus housing facilities after the termination of the Agreement will be considered abandoned, will be discarded by the University, and Student may be billed an additional charge for removal. The student also may face disciplinary action that could include loss of housing privileges. This paragraph shall survive termination of this Agreement.

**CP.20) FURNITURE:** Furniture supplied by the University must remain in its designated location (room, lounge, kitchenette, etc.). A student may rearrange furniture within their rooms, but may not disassemble it, exchange it with other students, or move it to another location outside of the room. Furniture not provided by the University (e.g., Futons, sofas, Papasan chairs, non-University-supplied mattress, bean bags, etc.) are prohibited from the residence halls. Public area furnishings may not be removed from the public areas or be used in Student’s room. The removal of public furnishings is considered theft of property, and community damage charges and/or disciplinary action may result.

**CP.21) COOKING:** All cooking in the residence buildings must be confined to the kitchen areas. Cooking in rooms without kitchens is not allowed. Kitchens are for use by students only. The student is only permitted to bring his/her own refrigerator and/or microwave for a room/unit in which these appliances have not been provided by the University. Hot plates, barbecues, toasters, toaster ovens, rice cookers and non-open coiled sandwich/meat grillers, such as a Foreman Grill, waffle iron, or panini press machine, are not permitted within Student’s room.

**CP. 22) VISITATION:** Visitors are welcome after consideration is given to the needs and rights of roommate(s). All visitors regardless of whether or not they are University students must be 18 years of age or older, unless they are 16 years of age or older and the sibling of the resident, and required to sign-in at the residence building front desk. The student must accompany all visitors at all times while in the residence building. The student is responsible for his/her guests’ compliance with all University policies. Visitation hours are as follows – Sunday – Thursday, 9 am -10 pm and Friday – Saturday, 9 am – 12 am. Requests for overnight guests must be submitted in writing one week in advance to the University’s Resident Director and are contingent upon roommate and staff approval. Overnight guests must be of the
same gender as the requesting student. Before having any guest sleep in a common area within a unit (apartments and lofts only), Student must obtain express and unanimous consent from all other students who use that common area. Sleeping in public areas (e.g., TV/study lounges) is not permitted. Approved non-resident guests may visit no more than three (3) consecutive nights and/or five (5) nights total during an academic semester. No overnight guests are permitted during Finals Week.

**CP.23) COHABITATION:** Cohabitation is defined as the extended presence (daily or nightly) of any person in any room or apartment to which that person is not assigned. Cohabitation is strictly prohibited. The University’s Department of Housing reserves the right to restrict any guest from the residence halls at any time as determined by Housing, Campus Safety & Security or the University’s staff.

**CP.24) CARE OF PREMISES:** Student is required to maintain the facilities in a clean and orderly condition and shall not obstruct any of the walkways, hallways, or surrounding premises, and shall not place any signs (including neon signs) or advertising matter in the windows, on the exterior portion of doors, or elsewhere in or on the residence hall or surrounding premises. The student is expected to keep common areas (lounges, kitchens, refrigerators, etc.) clean. Partitions or other alterations including but not limited to installation of alternative tile, countertops, appliances, carpet, built-in cabinets or bookshelves, painting or wallpapering to the facilities may not be made without written approval of the University’s Housing Department. Objects may not be dropped, thrown, or hung from windows. Entering or exiting from windows or unauthorized alarmed doors, sitting on windowsills, or leaning out of windows is prohibited. A student may not use rooftops for any reason without specific written authorization from the University’s Department of Housing or a direct order from the Fire Department. If the room falls below acceptable health/safety standards, Student will be required to take corrective action within twenty-four (24) hours from the time of notice. If Student fails to comply, the cost for corrective action will be charged to him/her and/or disciplinary action may be taken. The student is expected to keep his/her room/apartment door(s) locked at all times.

**CP.25) PEST CONTROL:** If Student is having a problem with bugs and pests, please advise the Resident Director of the building to make a report, and the pest control company will provide service upon notification. All rooms will be treated periodically unless a medical documentation for Student’s medical provider is given to the University. A student may not refuse service if medical documentation is not on file. If aggressive pest control is necessary, Student may be required to relocate temporarily to another building. It is imperative that Student follows all prescribed instructions in the event that relocation is necessary.

**CP.26) HALL RECREATION:** Playing sports, horseplay, and other athletic or physical recreational activity in the residence halls is strictly prohibited. These include, but are not limited to, wrestling, basketball, baseball/whiffle ball, soccer, football, hockey, golf, roller skating, rollerblading, skateboarding, running, or catch/throwing. All athletic activities are to be confined to areas outside of the residence halls that are designed for that purpose. The student will be responsible for the full cost of any damage due to unauthorized recreational or athletic activities in residence halls.

**CP.27) MAIL:** As a courtesy, the University may accept mail on Student’s behalf, but it is not obligated to accept packages. The University is not responsible or liable for any damage or theft of mail or packages that it accepts on Student’s behalf. The University will not accept responsibility for any certified or registered mail. The U.S. Postal Service delivers mail to Student’s mailbox. The University is not responsible or liable for the loss or theft of packages delivered to and or left in building lobbies or common areas.

**CP.28) CURFEW:** The University complies with the City of San Francisco Curfew under Municipal Police Code (SF MPC) Section 539.

**CP.29) PARTIES/SOCIAL GATHERINGS:** Unauthorized parties or social gatherings are prohibited in the residence buildings. Student is not permitted to host anywhere in his/her residential building (including rooms and community space) a number of guests that equals twice the total capacity of his/her room (i.e., a room designated for two (2) students is only permitted to have four (4) guests at any given time within the room or common area). However,
regardless of the total capacity of the room, the maximum number of guests permitted in any one room is no more than eight (8) people. At the discretion of the University’s Campus Housing Staff or the Campus Safety & Security Staff, any gatherings may be required to disperse, and all non-residents escorted out of the building. Students found in violation of this policy may face disciplinary action.

**CP.30) CHECK-OUT:** Student must check-out within 24 hours after his/her last final exam, but no later than the last day of his/her contract. Appropriate arrangements must be made ahead of time for departure. Late check-outs must be approved by the University’s Department of Housing, and will be pro-rated at $70 per day. The student will be charged $150 for an improper check-out for failure to make a check-out appointment and meet with University campus housing staff.

**CP. 31) DEFIANCE OF AUTHORITY:** Failure or refusal to comply with the request of a member of the University’s Campus Safety and Security or residence hall staff is a violation of defiance of authority. This also includes failure to attend mandatory meetings, including, but not limited to, student conduct hearings, and residence hall and community meetings. Failure to satisfy the conditions of a sanction imposed as the result of a previous disciplinary hearing also constitutes a defiance of authority.

**CP. 32) FALSE INFORMATION AND MISREPRESENTATION:** Student is prohibited from knowingly providing false information and/or making misrepresentations to any University or Housing official, including Campus Safety and Security, residence hall staff, or police/fire/emergency medical personnel.

**CP.33) NON-RETALIATION:** Student has the right to and is encouraged to report potential violations of the University’s and Housing’s policies. Additionally, Student has the right to pursue both internal disciplinary processes and/or charges through external law enforcement authorities free of any interference or retaliation by any member of the University community. Any retaliation under these circumstances is strictly prohibited and will result in response by the Department of Housing and/or the University that could include, among other things, the immediate imposition of disciplinary measures. Retaliation includes but is not limited to, any conduct that interferes with the alleged victim’s ability to pursue the allegations.

**CP.34) INTERIM RESTRICTIONS:** The University’s Director of Housing, or his/her designee, may impose immediate restrictions on Student, pending disciplinary action or medical release from appropriate providers, when deemed appropriate, such as when there are sufficient facts to demonstrate that the Student’s continued presence on campus endangers the physical safety or well-being of others or himself or herself. This includes, but is not limited to, prohibiting or limiting access to a Student’s room, and restriction of communications with named individuals. Violations of interim restrictions constitute a serious violation of Housing policy and will result in immediate disciplinary action.

**CP.35) PRIVACY RIGHTS OF STUDENTS’ EDUCATIONAL RECORDS:** In accordance with the federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 C.F.R. 99) the California Information Practices Act (California Civil Code Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable federal and state laws and regulations that safeguard education records, privacy, and confidentiality, the University policy only allows the release of personally identifiable information to others (except to verify student status) with Student’s prior consent or in the case of an extreme emergency or where there is clear and imminent danger to Student, to others, to society, or otherwise as permitted by law.

**PRIVACY RIGHTS OF STUDENTS’ EDUCATIONAL RECORDS:** In accordance with the federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g), regulations adopted hereunder (34 C.F.R. 99) and California Education Code Section 67 100 etseq., the Academy of Art University policy allows the release of personally identifiable information to others (except to verify student status) only with the student’s prior consent or in the case an extreme emergency or where there is clear and imminent danger to the student, to others or to society.