



THE UNIVERSITY OF
TENNESSEE
MARTIN

HOUSING HANDBOOK



2023
2024

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731-881-7730



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SECTION I: WELCOME TO UTM STUDENT HOUSING!

Our goal is to make your experience in the residence halls truly personalized and enriching. We understand that your time at UTM is not just about academics, but also about the complete education you receive through your living experience. With this in mind, our mission is to create a living-learning environment that fosters academic success and personal growth. We strive to offer this experience at a competitive and reasonable cost to ensure you get the most out of your college years.

SECTION II: MISSION

Residence Life at the University of Tennessee at Martin seeks to provide the full on-campus living experience while preparing residents to become responsible members of their community. We provide students with an individualized experience and exceptional facilities. We promote individual growth, academic achievement, respect for individual differences, and responsible living.

SECTION III: VISION

The vision of Residence Life at the University of Tennessee at Martin is to create an environment where students are challenged and supported while becoming mature, contributing global citizens.

SECTION IV: PROFESSIONAL STAFF

Director of Housing:

The Director of Housing is a dedicated professional who leads our housing program. They oversee everything from operations and facilities to budgeting and the residence life program. As the head of our team, the Director works closely with the Assistant Director for Residence Life and the Assistant Director for Operations.

Assistant Director for Residence Life (AD):

The Assistant Director for Residence Life is a full-time professional staff member who oversees the day-to-day operations of the Residence Life program. The AD supervises the Hall Directors (HD) and administrative professional staff in the central Housing office.

Assistant Director for Operations (AD):

The Assistant Director for Residence Life is a full-time professional staff member who oversees the day-to-day operations of the Residence halls. The AD supervises the Custodial and Facility Supervisors.

Hall Directors (HD):

Our Hall Directors (HDs) are full-time staff members who live on campus. They are here to support you throughout your college experience. Each residence hall has a Hall Director, who holds at least a bachelor's degree. HDs manage the day-to-day operations of their assigned complex, oversee Resident Assistants (RAs) and RA Team Captains, and take care of programming and conduct issues. They also work closely with the Custodial Building Supervisor to maintain the buildings and address any resident concerns.

Central Housing:

Central Housing is the administrative wing of the Housing and Residence Life operation and is located in Clement Hall. Administrators oversee all aspects of the operation including Housing, Residence Life, facilities, budgets, personnel, and IT.

Housing Facilities:

Housing Facilities consists of maintenance and custodial operations for the Office of Housing. Maintenance services include locks, minor maintenance, paint, and some carpentry. All other trade maintenance items are serviced by Physical Plant. All Housing maintenance staff report to the maintenance supervisor. Each building is assigned a group of custodial staff and a supervisor, who work hard to maintain the community spaces within the building. In buildings where we have shared bathrooms, custodians will go into student rooms to clean them on a routine schedule. The Custodial Building Supervisors report to the Housing Custodial Supervisor.

SECTION V: HOUSING STUDENT STAFF

Our Housing student staff are an integral part of the residence hall community. They are fellow students who have been selected and trained to support you during your time in the halls. They play a key role in creating a positive living environment and ensuring your needs are met. Let's introduce you to the different roles within our Housing student staff team:

RA Team Captains:

RA Team Captains are experienced Resident Assistants who provide guidance and support to the RAs in their respective halls. They work closely with RAs and the professional staff to enhance the residential experience for all residents. RA Team Captains are a valuable resource for both RAs and residents, offering additional assistance and leadership within the community.

Resident Assistants (RA):

RAs are students who live on each floor or in designated areas of the residence halls. They are here to assist you with various aspects of campus life, including providing information, organizing events, and addressing any concerns or challenges you may encounter. RAs are knowledgeable resources who can help you navigate university resources and foster a sense of community within your living space.

Desk Attendants (DA):

Desk Attendants are friendly faces you'll see at the front desks of your residence hall. They are responsible for checking in guests, distributing mail, and providing general information. Desk Attendants are there to assist you with any questions you may have and help ensure the safety and security of the building.

We encourage you to get to know our Housing student staff members and take advantage of the resources and support they provide. They are here to help you make the most of your college experience and create lasting memories in the residence halls.

SECTION VI: GENERAL HOUSING INFORMATION

APPLICATION

There is a \$50 deposit that is due upon completion of the application. The application fee is refundable if notification of cancellation is received by June 1, 2023, for fall 2023 applications and December 1, 2023, for spring 2024. The University reserves the right to refuse any application for accommodations or to cancel any agreements or leases in the residential facilities.

PROPOSED HOUSING RATES

Ellington / Browning Hall Rates	Per Person / Per Semester
Academic Year Lease w/ Roommate	\$1,690
Academic Year Lease w/ Private Room	\$2,600

Cooper Hall Rates	Per Person / Per Semester
Academic Year Lease w/ Roommate	\$2,025
Academic Year Lease w/ Private Room	\$2,885

University Village Phase I Rates	Per Person / Per Semester
Academic Year Leases	\$3,565
Summer Lease	\$1,400

University Village Phase II Rates	Per Person / Per Semester
Academic Year Lease for 2, 3, or 4 Bedroom Apartments	\$3,390
Academic Year Lease for 1 Bedroom Apartment	\$4,035

University Village Phase I Rates	Per Person / Per Semester
1 Bedroom Apartment	\$2,288
2 Bedroom Apartment	\$2,454
3 Bedroom Apartment	\$2,892

HOUSING REQUIREMENT

The university requires that students enrolled with less than 45 completed credit hours before the first day of classes sign an academic year lease.

- I. Transfer students and students who will be 21 before the first day of classes of their first term of enrollment are automatically exempt from the requirement to live on campus.
- II. Students may also be exempt from the requirement to live on campus while they live in the principal residence of a parent or legal guardian within the counties of Weakley, Henry, Carroll, Gibson, and Obion in Tennessee, and the counties of Fulton, Hickman, and Graves in Kentucky. Students desiring this exemption must apply and give supporting documentation.

- III. Requests for exemption to the live-on requirement based on compelling personal circumstances will also be considered. To begin the exemption process, students should first contact Mrs. Teresa Hibbard in the Office of Housing at 731-881-7737 or thibbard@utm.edu.
- IV. Students who meet the live-on requirement, have registered for classes, and have not completed a housing application/deposit or been approved for a housing exemption will receive a housing assignment at the lowest residence hall rate.

ROOM RESERVATIONS

Once you have completed your housing application, we will begin the room assignment process. Our aim is to ensure fairness and accommodate your preferences as much as possible. Here's how it works:

Application Date and Admission Classification:

Room assignments are made based on the date of your completed application and your admission application classification with first-time students receiving priority.

Same Room Back and Room Change Weeks:

If you apply for housing by March 31, 2024, you will have the chance to reserve your own room assignment for the fall of 2024 through our housing portal. During the "Same Room Back" and "Room Change" weeks, you can select a specific room based on availability. This is an exciting opportunity to secure the same room you had before or explore a new living arrangement. To participate, it is required to complete your fall 2024 class registration prior to the designated weeks.

Priority for First-Time Students:

After the self-assignment period, we give priority to first-time students for the 2024-2025 academic year. We understand the significance of the transition to college and strive to accommodate your housing needs as best as we can.

We want to emphasize that returning students' participation in the self-assignment weeks is the only way to guarantee a campus housing assignment for the next academic year. Make sure to mark your calendar and take advantage of this opportunity. Rest assured, we are committed to providing a positive and comfortable living environment for all students.

CONTRACTUAL AGREEMENT

- I. When a student agrees to the electronic housing contract, the agreement covers occupancy for an entire academic-year period. Students will not be able to check-in before the beginning of the contract period and are expected to check-out by the contract end date. Failure to do so will result in additional charges.
- II. When a student ceases to be enrolled at UTM, they may be required to vacate the premises within 48 hours of withdrawal from the University.

CONTRACT RELEASE

The housing agreement may be terminated by the University, if a student meets the following criteria:

- I. Upon the completion of graduation requirements;
- II. If space is not available in any student housing or temporary student housing;
- III. If a student fails to comply with the terms and conditions of the agreement; or
- IV. If a student violates the University Standards of Conduct, the policies of the Housing Handbook, or any other University policies or regulations, including, but not limited to Parking Services and

Information Technology policies, which are incorporated into the housing lease agreement by reference.

Termination of the Agreement by University may result in the eviction of a student upon forty-eight (48) hours' notice, except where university determines that the continued residency of a student would pose a danger to the life, health, or general well-being of the resident or other members of the residential community, in which case a student may receive shorter notice, up to and including immediate eviction.

Residents must also complete an official room checkout envelope and return keys before leaving. Be aware that if you do not follow the appropriate steps for checkout, you will be assessed charges in addition to rent. For full terms and conditions, please refer to the university housing lease.

HOUSING REFUNDS FOR ACTIVE DUTY MILITARY WITHDRAW

Any student who cannot complete a semester due to being called to active duty service may request a full refund of housing fees. To receive the refund, the student must present a copy of military orders verifying the call at the time the withdrawal from the University is initiated. All documentation can be emailed to Houseme@utm.edu or by calling 731-881-7730.

ROOM ASSIGNMENTS AND CHANGES

The University expects students to continue residency in the room to which they are assigned. Residents are assigned to rooms by housing staff according to their application and availability. However, we realize that changes are sometimes mutually beneficial. Through regularly scheduled procedures, room changes may be made by contacting your Hall Director. We will also hold a moving period during the first week of each semester where you can schedule a time to meet with your Hall Director to check for available room options.

CHECK IN

When checking into a room you will be given a key(s) and instructions to complete a Room Inspection Form. This room inspection form is very important when charges are assessed at the end of the year. You are agreeing to the condition of the room; it is your responsibility to maintain the current condition. Please inspect your room carefully, list any discrepancies on your copy (include pictures and comments if necessary), and submit the inspection form within 48 hours of checking into your room. Any new damages not on the room inspection form may be billed to you and your roommate(s)/suite(s). Failure to complete your room inspection form will be a waiver of your ability to contest any year-end damage charges.

CHECK OUT

Housing expects all students to leave within 24 hours of their last spring term exam, unless participating in commencement. However, all students must be checked out before the building closes after spring commencement. Students moving into a summer campus housing assignment may remain in their spring housing assignment until their new assignment is ready. When vacating your room, all residents must complete an express check out envelope. Before a resident can be checked out of their room, it should be clean, and all personal belongings removed. During a checkout, the condition of the room is evaluated by staff and items will be noted on the digital room inspection form. A final walk through of the unit is completed by the Hall Director after all residents have checked out. Damage charges will be assessed at this time (Note: The RA cannot make any guarantees of an absence of charges).

SECTION VII: HOUSING POLICIES

ALCOHOL

The use, possession, or being under the influence of alcoholic beverages on university owned housing facilities is strictly prohibited.

ABANDONED PROPERTY

Residents are responsible for their own personal property at all times. When residents have not vacated their assigned space as scheduled (internal transfers as well as end of contract period) and have not removed personal property, Housing staff will remove personal property. Items left behind will be considered abandoned property. The Office of Housing is not liable for damage to or loss of property that might occur during removal or disposal.

ANIMALS

The only pets allowed in residence halls or apartments are fish, which can be contained in an aquarium of 25 gallons or less, ADA recognized service animals, and University approved emotional support animals. Emotional Support Animals must be approved by the Accessibility Resource Center and the Office of Housing before they are allowed to be on campus. Cleaning and damage fees will be assessed to the owner of the animal in reference to any animal related damages. Animals found in university housing that are not in compliance with the campus policy will need to be removed within 24 hours of notification.

ARMED INTRUDER RESPONSE

An armed intruder is defined as one or more subjects who participate in, or pose a threat to participate in, a random or systematic shooting spree, demonstrating their intent to continuously harm others. The overriding objective appears to be that of inflicting serious bodily injury/death rather than other criminal conduct. The dynamics of this situation demand an immediate law enforcement response with the primary focus being on neutralizing the threat to stop the ongoing harm to innocent victims.

Students will be notified via multiple communication methods, including RAVE Alerts of the lockdown or shelter in place order.

- Lockdown: an emergency course of action ordered by a person or persons in command, to contain a problem or incident within the area of origin by controlling the movement of people. Public Safety professionals on campus may utilize lockdown action in one building or facility where a problem(s) is occurring. In most cases, a campus-wide lockdown is not practical or feasible.
- Shelter In Place: securing oneself in or around their present location for the purpose of temporary protective shelter when there is an imminent threat, and it is safer for one to remain where they are than it is to evacuate. This is a temporary measure until conditions improve or until persons in authority can direct a safe evacuation. This is not the same as taking shelter in case of severe weather - for those cases- proceed to designated safe areas.

Once a student is aware of the RAVE Alert, they will need to consider their options:

- I. **RUN:** Evacuate if a safe route is available.
- II. **HIDE:** If you cannot run, hide in an area out of view. Block entry, lock the door, stay behind solid objects. Turn off the lights and computers. Silence cell phones.

III. **FIGHT:** As a last resort, and only if your life is in danger—FIGHT

The campus will communicate through RAVE Alert, Residence Life staff, or emergency personnel when the campus is safe.

BED BUGS

Housing is committed to an effective and efficient response to residents who suspect they may have bed bugs. If residents suspect that they have bed bugs, they should immediately contact their hall's front desk. This will ensure that we begin to address this issue through our bed bug protocol:

- I. A trained professional will inspect and evaluate the living area of the concerned resident.
- II. Communication will be emailed between the Assistant Director of Operations, the Hall Director, and the resident.
- III. Pending the results of the inspection, a treatment plan may be developed and communicated to the resident. In the event a treatment plan is created, it is important the resident follows the instructed steps in a timely manner. Housing will continue to communicate with the resident until the situation is resolved.

BREAK HOUSING

Residents who intend to stay on campus for break housing must complete the break housing registration form located in Roompack. Residents who do not sign up for break housing will not have access to their residence until the halls reopen. Residence life staff and campus security will continue to be on duty during the break. Before you leave for break, please remember to remove all trash to avoid additional charges for its removal. For security reasons, please remember to close and lock windows, lower blinds, and lock all doors. Residents can leave belongings in their rooms during the winter holiday break if they are returning as a student in the spring, but UTM will not claim responsibility for these personal items left during the break period.

BUILDING SECURITY

The University takes extra precautions to ensure the safety and security of its students, including cameras, swipe card access, fire safety, and desk operations. If you see someone tampering with doors, contact the front desk of the residence halls or public safety. You are given keys to your room and ID card access to your floor for your use only. Floor doors are not allowed to be propped open by residents at any time. All violations involving building security will result in disciplinary action. Residents are responsible for following all safety rules established by the Department of Public Safety and Housing Department.

- I. Students should take extra care to ensure that their entrance doors are always secured/locked and that common doors are not propped.
- II. Failure to follow fire evacuation procedures and directives from safety officers or residence life staff is also a violation of safety rules.

BUSINESS FROM RESIDENT ROOMS

No private business shall be established or operated on the premises of any university-owned property.

CABLE AND STREAMING SERVICES

UTM Housing now provides SpectrumU to students as a feature of their housing cost. SpectrumU TV is a video streaming service that delivers live TV with news, sports, and entertainment in addition to on-demand television shows and movies to iOS and Android mobile devices, tablets, laptops, desktops, and Roku devices over the campus network (Skynet, Skynet PSK, and UTM Guest). This service is free to UTM

students and employees residing in university housing. You can download the app for iOS or Android, watch on a Roku Device using “Spectrum TV” in the Channel Store, or go to <https://watch.spectrum.net/livety> or SpectrumTV.com to stream TV content.

Cable service is provided to each room, however it is no longer being serviced and channels are not guaranteed. Cable is operated by UTM Information Technology Services. All televisions used must be able to receive a digital signal to work with our service (QAM tuners). If a problem occurs with your cable service, please contact ITS at 731-881-7900.

CARE OF ROOM

Residents have the responsibility for cleaning their bathrooms, hanging up and putting away their clothes, making their beds, and generally keeping the rooms neat. Custodial services are provided by the Office of Housing to clean all public areas of the residence halls. Every month and during break periods, custodians will conduct monthly inspections and cleanings of resident bathrooms in University Village Phase II, Browning, Ellington, and Cooper Halls.

DAMAGES

Residents are responsible for the condition and care of the accommodations to which they are assigned and shall reimburse the University for damages to their assigned spaces. Charges for damages and cleaning will be assessed to the student and should be paid promptly.

DAMAGE CHARGES

The following damage charges do not reflect the full cost of replacements and repairs. These charges will be assessed to the student when damages are deemed to be accidental. Damages that are deemed to be vandalism or intentional will be charged the full amount for parts and labor once the Office of Housing has been billed for the repairs or replacements. Items deemed to be normal wear and tear will not be assessed damage charges.

RESIDENCE HALL BEDROOMS		
Item	Repair	Replace
Walls	\$15.00 per wall (nail/strip removal)	\$20.00 per wall painted
Doors	\$50.00	\$200.00
Windows	N/A	\$75.00
Window Screen	\$15.00	\$50.00
Blinds	\$15.00	\$30.00
Desk	\$25.00	\$250.00
Desk Drawers	\$15.00	\$30.00
Desk Chair	\$30.00	\$150.00
Bed	\$50.00	\$200.00
Mattress	N/A	\$100.00
Mattress Cover	N/A	\$25.00
Bed Storage Drawer (Browning Only)	\$15.00	\$30.00
Closet Door	\$25.00	\$100.00

Closet Rod	N/A	\$15.00
Closet Shelves	\$15.00	\$30.00
Curtain Rod	N/A	\$10.00
Mirror/ Medicine Cabinet	N/A	\$25.00
Light Fixtures	\$25.00	\$75.00
Desk Lamps	N/A	\$30.00
Floor	\$25.00 (cleanliness)	\$20 per square ft.
Smoke Detectors	N/A	\$30.00
Thermostat	N/A	\$50.00
Electrical Outlet Cover	N/A	\$15.00
Peephole	N/A	\$20.00
Cable/Ethernet Cover	N/A	\$15.00

RESIDENCE HALL BATHROOMS		
Item	Repair	Replace
Bathroom Cleanliness	\$25.00 (cleanliness)	N/A
Bathroom Door	\$50.00	\$200.00
Toilet	\$20.00	\$100.00
Toilet Seat	\$15.00	\$30.00
Bathroom Sink	\$25.00	\$150.00
Shower	\$50.00	N/A
Shower Head	N/A	\$30.00
Shower Curtain	N/A	\$15.00
Privacy Partition-Curtain	N/A	\$20.00
Bathroom Floor	\$25.00 (cleanliness)	\$20 per square ft.

COOPER HALL COMMON AREAS		
Item	Repair	Replace
Walls	\$15.00 per wall (nail/strip removal)	\$30.00 per wall painted
Floor	\$25.00 (cleanliness)	\$20 per square ft.
Coffee Table	\$30.00	\$150.00
Windows	N/A	\$150.00
Window Screen	\$15.00	\$50.00
Blinds (per set)	\$15.00	\$50.00
Modular Couch Sections	\$100.00	\$600.00
Ottoman	\$50.00	\$250.00
End Tables	\$30.00	\$150.00
TV Stand	\$30.00	\$100.00
Suite Door	\$50.00	\$250.00

Electrical Outlet Cover	N/A	\$15.00
Cable/Ethernet Cover	N/A	\$15.00
Ceiling Tiles	N/A	\$20 per tile

UNIVERSITY VILLAGE BEDROOMS		
Item	Repair	Replace
Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Room Door	\$50.00	\$200.00
Closet Door (UV I Only)	\$25.00	\$100.00
Closet Rod	N/A	\$25.00
Closet Shelves	N/A	\$25.00
Desk	\$40.00	\$250.00
Desk Drawers	\$15.00	\$30.00
Desk Chair	\$30.00	\$150.00
Bed Frame: UV1	\$50.00	\$250.00
Bed Frame: UV2	\$50.00	\$200.00
Mattress: UV1	N/A	\$125.00
Mattress: UV2	N/A	\$100.00
Mattress Cover	N/A	\$25.00
Dressers	\$45.00	\$250.00
Light Fixtures	\$25.00	\$75.00
Carpet	\$50.00	\$300.00
Smoke Detectors	N/A	\$35.00
Electrical Outlet Cover	N/A	\$15.00
Cable/Ethernet Cover	N/A	\$15.00
Windows	N/A	\$100.00
Window Screen	N/A	\$65.00
Blinds	\$15.00	\$50.00
Night Stand	\$25.00	\$125.00
Under Bed Storage (UV II Only)	\$30.00	\$125.00

UNIVERSITY VILLAGE BATHROOMS		
Item	Repair	Replace
Bathroom Doors	\$50.00	\$200.00
Bathroom Floor	\$25.00 (cleanliness)	\$20 per square ft.
Bathroom Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Bathroom Sink	\$25.00	\$150.00
Mirror/ Medicine Cabinet	N/A	\$50.00

Bathroom Cabinets	\$20.00	\$65.00
Toilet	\$20.00	\$100.00
Toilet Seat	\$15.00	\$30.00
Bathroom Tub/Shower	\$100.00	\$300.00
Shower Curtain	N/A	\$15.00
Shower Head	N/A	\$30.00
Towel Rod	\$15.00	\$30.00
Toilet Paper Roll Holder	\$15.00	\$20.00

UNIVERSITY VILLAGE COMMON AREAS		
Item	Repair	Replace
Suite Door	\$75.00	\$300.00
Peephole	N/A	\$20.00
Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Carpet	\$50.00	\$400.00
Coffee Table	\$25.00	\$100.00
Windows	N/A	\$100.00
Window Screen	N/A	\$65.00
Blinds	\$15.00	\$50.00
Curtain Rods (UV1)	\$15.00	\$40.00
Couch	\$100.00	\$500.00
Chairs	\$50.00	\$300.00
Overhead Lights	\$25.00	\$75.00
End Table	\$25.00	\$80.00
Electrical Outlet Cover	N/A	\$15.00
Entertainment Bench (UV II Only)	\$50.00	\$200.00
Entertainment Center (UV I Only)	\$50.00	\$150.00
Thermostat	N/A	\$50.00
Cable/Ethernet Cover	N/A	\$15.00
Washer/Dryer	\$50.00	\$400.00
Balcony Doors (UV I Only)	\$50.00	\$300.00

UNIVERSITY VILLAGE KITCHENS		
Item	Repair	Replace
Kitchen Floor	\$25.00 (cleanliness)	\$20 per square ft.
Kitchen Counter	\$75.00	\$300.00
Kitchen Sink	\$50.00	\$200.00
Cabinets	\$20.00	\$65.00

Kitchen Walls	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Refrigerator (UV1)	\$50.00	\$400.00
Refrigerator (UV2)	\$50.00	\$550.00
2-Burner Stove Top (UV II Only)	\$25.00	\$100.00
Bar Stools	\$40.00	\$80.00
Oven/Range (UV I Only)	\$50.00	\$250.00
Vent Hood (UV I Only)	\$25.00	\$100.00
Dishwasher (UV I Only)	\$50.00	\$200.00
Dining Room Table (UV I Only)	\$50.00	\$180.00
Dining Room Chairs (UV I Only)	\$40.00	\$80.00
Pantry Doors (UV I Only)	\$25.00	\$75.00

UNIVERSITY COURTS		
Item	Repair	Replace
Kitchen Floor	\$25.00 (cleanliness)	\$20 per square ft.
Kitchen Counter	\$75.00	\$300.00
Kitchen Sink	\$50.00	\$200.00
Cabinets	\$20.00	\$65.00
Kitchen Walls	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Refrigerator	\$50.00	\$400.00
Pantry Doors	\$25.00	\$75.00
Oven/Range	\$50.00	\$250.00
Bathroom Doors	\$50.00	\$200.00
Bathroom Floor	\$25.00 (cleanliness)	\$20 per square ft.
Bathroom Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Bathroom Sink	\$25.00	\$150.00
Mirror/ Medicine Cabinet	N/A	\$50.00
Bathroom Cabinets	\$20.00	\$65.00
Toilet	\$20.00	\$100.00
Toilet Seat	\$15.00	\$30.00
Bathroom Tub/Shower	\$100.00	\$300.00
Shower Curtain	N/A	\$15.00
Shower Head	N/A	\$30.00
Towel Rod	\$15.00	\$30.00
Toilet Paper Roll Holder	\$15.00	\$20.00

Common Area/Bedroom Walls (Sheetrock)	\$25.00 per wall (nail/strip removal)	\$50.00 per wall painted (Extensive repair)
Room Door	\$50.00	\$200.00
Closet Door (UV I Only)	\$25.00	\$100.00
Closet Rod	N/A	\$25.00
Closet Shelves	N/A	\$25.00
Light Fixtures	\$25.00	\$75.00
Carpet	\$50.00	\$300.00
Smoke Detectors	N/A	\$35.00
Electrical Outlet Cover	N/A	\$15.00
Cable/Ethernet Cover	N/A	\$15.00
Windows	N/A	\$100.00
Window Screen	N/A	\$65.00
Blinds	\$15.00	\$50.00

DECORATIONS

All residents are encouraged to decorate their living space. We hope that you and your roommate(s)/suitemate(s) enjoy working together to create a mutually satisfying living environment. As you decorate, remember to follow the guidelines to ensure that your creative efforts do not cause hazards for you or others. State Fire Code Regulations must always be adhered to.

DOOR DECORATIONS

When decorating your room door, you are not allowed to cover the room number or peepholes. Decorations should allow residents access to the locking mechanism and doorknob. Exterior doors are public spaces and if decorations do not comply with housing policy they may be removed at the discretion of the university.

DRUGS/CONTROLLED SUBSTANCES

Unlawful use, manufacture, possession, distribution or dispensing of drugs or controlled substances on university property or during university activities is strictly prohibited.

ELEVATOR

Elevators are available for public use in Cooper Hall and University Village Phase II. Elevators in Browning Hall and Ellington Hall are only to be used by staff members to transport freight.

ENO HAMMOCKS AND FARMS

The Office of Housing provides ENO Hammocks to be checked out at the Cooper, Ellington, and Browning desks. Upon return, ENO Hammocks will be checked for damage. Residents are responsible for any damage incurred to the ENO Hammock while in their possession. To ensure resident safety, we require residents to follow these guidelines:

- I. Use your ENO Hammock on the provided ENO Farm hanging area.
- II. Ensure that the hammock is pulled as tightly as possible to minimize slack.
- III. Ease into the hammock. Do not fall or climb quickly into the hammock.
- IV. When you are in the hammock, do not make sudden movements.
- V. Distribute your weight evenly in the hammock.

FIRE DRILLS

Each community will have at least one fire drill per semester. Anytime a smoke detector/fire alarm is sounded in a university building, every occupant must evacuate immediately. Failure to evacuate or follow staff directives will result in disciplinary action. No one will be allowed to reenter the building until a police officer, fire department official, or university official gives the 'all clear'. Tampering with fire safety equipment is a violation of the state and local fire safety code. Anyone who is responsible for a false alarm may be subject to disciplinary sanctions, arrest, or other fines and penalties.

FRONT DESK

Browning, Ellington, and Cooper Halls operate desks from 8am to 12am, 7 days a week. Public safety answers all calls from 12am to 8am. You can contact the desks to get telephone numbers, leave messages for residents, request assistance from your RA or HD, if you are locked out, need to report a concern, etc. Residents can check out cooking utensils, board games, athletic equipment, and much more at the desk by presenting their Skyhawk card.

University Village Phase I residents who need assistance are asked to contact the Cooper Hall front desk at 731-881-8900. University Village Phase II residents are asked to call the Ellington Hall front desk at 731-881-8930. Browning Hall front desk can be reached at 731-881-8940. University Courts residents who need assistance will call 731-881-7928.

GARBAGE REMOVAL AND LITTERING

As a resident, it is your responsibility to place garbage in the trash dumpsters located near each complex. Garbage may not be kept in the hallways, stairwells, or balconies. Please help us keep clean and well-maintained facilities. Residents and visitors to the communities are asked to keep hallways, public areas, stairwells, and landscaping free of trash. Any type of trash left outside of living areas (in hallways, outside of front doors, in stairwells, etc.) will incur charges. One large bag of trash will equal a \$25 charge. Residents must not use common area trash receptacles in the residence halls to dispose of personal trash bags.

HANGING ITEMS

When hanging items on your walls, doors, or other surfaces remember the only way to ensure no wall damage is to use only reusable, non-adhesive putty, and small finishing nails. Command Strips, glue, large nails, screws, duct tape, carpet tape, or double-sided tape may damage surfaces. Stickers, wallpaper, or adhesive-backed shelf paper cannot be affixed to any University property for the same reasons. Nothing should be hung on or around sprinkler system heads or windows. Residents are responsible for damages incurred by hanging items in their room or apartment that do not meet these standards.

HEALTH AND SAFETY INSPECTIONS

Health and Safety Inspections are a necessary part of on-campus housing to help maintain and ensure a safe environment. Health and Safety Inspections will be announced via email at least 24 hours in advance, so that the residents can be at home if possible. The following steps must be taken to ensure the health and well-being of the on-campus community:

- I. Fire extinguishers should be in proper working order and should not be blocked by any items.
- II. Exits and hallways should be unobstructed.
- III. Smoke detectors should not be tampered with (including removing the battery, disconnecting, or covering it).
- IV. All trash must be properly disposed of in a timely manner.

- V. Extension cords must be Underwriter Laboratory (UL), ETL, SCS, CSA, BV, or TUV approved. Do not put cords under rugs, clothing, trash, books, or near heat sources.
 - VI. Storage of gasoline, fuels, or vehicles containing them is prohibited.
 - VII. Make sure the following banned items are not in your room: candles with wicks, incense, open coil appliances (allowed in University Village), halogen lamps, crock pots (allowed in University Village), and oil-based plug-in air fresheners.
 - VIII. Animals in compliance with university or federal policies, or fish in a 25 gallon or less tank.
- Residents who have been found in violation of one of the above items during health and safety room inspections will be notified and have five (5) business days to correct the issue(s).

IMMUNIZATIONS

All UTM students must be immunization compliant to live on campus. Immunization holds may result in the denial of check in to a housing assignment. Residents must have received the following immunizations prior to moving onto campus:

- I. Meningococcal Disease (Meningitis)
 - Required for any student less than 22 years of age who will be residing in on-campus housing. Failure to provide adequate documentation will prevent you from moving into on-campus housing upon your arrival.
 - Adequate proof consists of documentation from a health care provider showing a single dose of conjugate vaccine (Menactra[®], Menveo[®], and MenHibrix[®]) given on or after the 16th birthday. If your initial vaccine for meningitis was given prior to the age of 16 years, immunization requirements will not be met unless an additional booster vaccine is given after your 16th birthday. This is in accordance with the "Recommended Immunization Schedule" published by the Centers for Disease Control and Prevention.
 - Meningococcal Serogroup B Vaccine is not currently required but is recommended. The two vaccines currently licensed for use in persons aged 10-25 are Bexsero[®] and Trumenba[®].
- II. Measles, Mumps, Rubella (MMR):
 - Measles: two doses of measles containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR laboratory evidence of immunity.
 - Mumps: two doses of mumps containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR laboratory evidence of immunity.
 - Rubella: two doses of rubella containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday OR laboratory evidence of immunity.
- III. Varicella (Chicken Pox)
 - Varicella: two doses of varicella containing vaccine administered at least 28 days apart and no earlier than 4 days before the first birthday **OR**
 - Laboratory evidence of immunity **OR**
 - Verified history of varicella disease documented by a physician, advanced practice nurse, physician's assistant or health department.
- IV. Hepatitis B
 - Recommended but not required. Please complete the Hepatitis B waiver which is located on the Med+Proctor Portal.
- V. More information about Immunization Compliance, exemption criteria, and Med-Proctor Instructions can be found at <https://www.utm.edu/offices-and-services/student-health/immunization-compliance.php>

INTERNET

Internet service is also available in each room through Ethernet data connection or Wi-Fi. Internet access is included for residents on campus. Internet connected devices can also be used with the service if they are registered with the network online. For questions concerning Internet access contact the Help Desk at 731-881-7900.

KEYS

Residents are issued keys to their apartment/bedroom. Misuse of keys, such as loss or lending to others, jeopardizes safety and may be grounds for disciplinary action. Loss of keys or damaged keys should be reported to the Hall Director. If keys are lost, the locks will be changed at the resident's expense. The cost of replacing these are: room key (Browning, Ellington and Cooper Hall) \$30.00, mail key \$7.00, Cooper suite doors, University Village and floor doors keys are \$55.00 and University Courts laundry room keys are \$50.00. Students will also incur key fees for failing to return their keys or to complete an official checkout by the deadline.

LAUNDRY

Laundry facilities are in the basements of Ellington, Browning, and Cooper Halls and the use is included in your rent. The University Courts laundry room is located to the west of the Courts C-building. Laundry machines use your Skyhawk Student ID card to access the machines. Laundry facilities in University Village are located within each suite. UTM is not responsible for lost, stolen, or damaged articles of clothing.

All community laundry rooms have the Speed Queen App available for use to track their laundry. You can download the Speed Queen App through iOS or Android. You will need to create an account, add your location using the location pin "MARTIN", and locate your laundry room to get started. After that, you will be able to view machine availability, remaining times on units, and receive notification when your laundry is done.

LOCKED OUT

When students are locked out of their room, building, or floor, they should contact their assigned front desk to reach the RA on duty or a housing staff member who will let them back into their room. More than three lockouts in a semester will result in disciplinary action.

LOFT BEDS

Loft beds moved from home by residents are allowed in some residence halls if the room does not contain a built-in bed. However, Housing will not inspect these beds and is not responsible for accidents that occur because of these beds.

TEMPORARY ID CARD

Temporary ID Cards may be issued, outside of business hours, if a resident has lost their Skyhawk card and plans on getting it replaced at the Skyhawk Card Office within 72 hours. Residents will need to contact their Hall Director to issue them a temporary ID. If the resident fails to return the temporary ID within 72 hours, then the card will be replaced at the resident's expense. Temporary ID Cards are \$25 to replace if lost or not returned.

MAIL SERVICES

UTM residents in Browning, Ellington and Cooper Hall are assigned a mailbox in their building. Mailbox keys will be issued at the time of check in and will work on both your mailbox in the lobby and your lock

drawer in your room. Residents of University Village are assigned a PO Box at the Skyhawk Mail Services office on the first floor of Clement Hall. Mail will be delivered to each complex Monday through Friday. Mailboxes for outgoing mail are in the lobbies of Browning, Ellington, and Cooper Halls or at the Skyhawk Mail Services office in Clement Hall.

MANDATORY FLOOR MEETINGS

Mandatory floor meetings will be held at least once per academic year. Residents will be notified by emails to their student accounts about the time and location of mandatory floor meetings. Residents who cannot attend the meeting(s) must contact their RA before the meeting time.

MISSING PERSONS

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Housing and Residence Life and the Department of Public Safety to actively investigate any report of a missing student currently enrolled at the university. Students have the option to provide an emergency person/number in the Housing Application to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger.

PEST RESPONSE

The Office of Housing takes proactive measures when it comes to pests such as cockroaches, mice, spiders, and more. Preventative treatment is performed routinely, with complete exterior and interior treatments occurring twice annually. Additionally, a limited treatment of common areas and suite living rooms is also conducted during break periods. It is the student's responsibility to maintain an area free of obstructions or items that are highly desirable by pests.

QUIET HOURS

The following quiet hours are in effect seven days a week; from 8:00 pm until 8:00 am. Courtesy quiet hours are 24 hours a day. This means if asked by another resident to lower noise volumes, please do so out of respect. All halls will observe 24-hour quiet hours during finals.

RENTER'S INSURANCE

When making preparations for beginning your education at the University of Tennessee, we feel it is important for students to fully consider all of their property insurance needs, whether they **live on or off-campus**. Occasionally, incidents such as fire, theft, flood, and other casualties occur that may result in damage or loss of a student's property. **The University of Tennessee does not carry insurance on residents' belongings and will not pay to replace them.** Therefore, we strongly encourage parents and students to make sure they are able to cover these unexpected costs or secure insurance protection on personal property.

- I. The most frequent causes of student property loss are theft and accidental damage (dropping, spilling liquids, and similar events). If this were to happen, your out-of-pocket costs to repair or replace will generally run between \$500 and \$2,000. Some parents choose to rely on homeowner's insurance to cover such losses. Homeowner's policies provide **some** coverage but generally do not cover "breakage" or accidental damage, and usually have high deductibles that effectively leave most student property losses unrecoverable.
- II. To purchase coverage, please visit <https://www.collegestudentinsurance.com/> You can view a comparison of renter's insurance to homeowners' insurance here. For these reasons, students are strongly encouraged to have a personal property insurance policy for their belongings while living away from home.

- III. If you decide to purchase insurance, there are a wide variety of companies and policies available; so to help with your choice the University of Tennessee has made arrangements with [Arthur J. Gallagher & Co.](#), one of our preferred brokers, to offer specialized student property protection insurance. Arthur J. Gallagher has created this property insurance plan especially for students living away from home, either on or off-campus. The coverage afforded by their policy is broader than most renter's and homeowner's insurance policies that are available in the insurance market. Special provisions and benefits of their policy include:
- Replacement Cost Valuation
 - Flood and Earthquake Coverage
 - Low Deductibles starting at \$25
 - Worldwide Coverage Territory
 - Limited Identity Theft Expense Coverage
 - Premiums as low as \$69 annually
- IV. If you have any questions please feel free to contact the [Office of Risk Management](#) or visit collegestudentinsurance.com/faq.aspx. Please note that Liability Coverage is not automatically included. You will be given the option to purchase Bodily Injury and Property Damage Liability Coverage to pay for damages for which the student is held legally liable (i.e. damages to the dorm room, damage to property of others, bodily injury of another party, etc.)

REPAIRS AND MAINTENANCE

If you have something in your room or apartment that needs repair, please use the [online work order request form](#). To help us process your work request in a timely and efficient manner, please be as specific as possible in describing the problem. Don't forget to include the location (Building/Room Number) in the request field. If you reside in a double occupancy room in Browning, Ellington, or Cooper Hall, please indicate which side of the room you are on.

Requestor Name: John Doe
 Phone #: 731-881-7730
 Requestor E-mail: johndoe@ut.utm.edu
 Facility Name: UT Martin Housing
 Building Name: Ellington Hall
 Department: Housing - Enter Room # Below
 Action Requested: E306R- The light above my mirror went out today and it needs to be replaced.
 Notify Me:
 Submit Clear Create Bookmark

Routine repair needs that you experience with your room should be reported via the Work Order Request form above. Please note: Requests made using the Work Order Request form above are monitored Monday through Friday from 7:00 AM to 4:00 PM. A repair person should respond in 48 hours in most situations.

- I. If a repair person does not show up within 48 hours or the repair person fails to fix the problem, you should report the problem via the Work Order Request form and report, "This is a repeat request." If the repair still does not get serviced within 48 Hours, call the Housing Facilities Office at (731) 881-7928. The 48-hour response time is due to the number of repairs being serviced at the time your request has been submitted. The staff responds to each repair as timely as possible.
- II. For work requests related to telephone, internet service, streaming cable, or with problems you may be experiencing with your computer, do not use this form. Please contact the Office of Information Technology Services Help Desk at (731) 881-7900.
- III. For work requests pertaining to laundry credits, please contact the Housing Office at (731) 881-7754 instead of using the form.
- IV. Emergency repairs should be reported to the front desk of the residence hall at any time, 24 hours a day. Residents in University Courts can contact the Housing Facilities Office at (731) 881-7928. A repair person will respond to the emergency as soon as possible.
- V. Below are some examples of what constitutes an Emergency Repair:
 - Overflowing toilet
 - Burst water pipe
 - Severe air conditioner leaks
 - Elevator "stuck" with someone on board
 - Fire or Burning Smells: If there is a fire or burning smell in your room or apartment, please contact UTM Public Safety IMMEDIATELY at 7777.
- VI. Emergency - Any condition which left unattended may cause bodily injury or property damage; unbearable environmental conditions in any occupied area; loss of electrical, heating/cooling or water/sewage service to a building or a major portion of a building; loss of essential services or equipment in housing unit areas.
- VII. Routine - All other requests are classified as routine and will be completed as soon as scheduling constraints and availability of resources will allow.

RESIDENCE LIFE STAFF REPORTS

Residence Life Staff Reports are used by a RA to communicate the facts of an incident to the Hall Director and the housing office. Residence Life Staff Reports are used to document policy violations, theft, damage, or other emergencies. If you are named in a residence life staff report, you may be asked to speak with your Hall Director, Student Conduct Officer, or other university officials. Students found to be responsible for the behavior described in a report may be assigned sanctions if the behavior is in violation of local, state, and Federal law or campus policies.

ROOM INSPECTION AND SEARCH POLICY

Entry by university authorities into occupied rooms of residence halls is divided into three categories: Safety/Maintenance Inspection, Search Inspection, and Emergency Inspection.

- I. Safety/Maintenance Inspection: For purposes of inspecting health and safety conditions, performing maintenance and repairs, taking inventory, or conducting cleaning and janitorial operations, University officials may enter the Rented Premises. Advance notice will be provided to the Student before any health and safety inspection.
- II. Search Inspection: Without prior notice to the Resident, University officials may conduct a search inspection if there is reasonable suspicion of violations of University policies, rules, or regulations within the Rented Premises. Authorization must be obtained from a professional staff member and noted in the occurrence report.

- III. Emergency Inspection: If there is a reasonable belief that delay could pose a significant risk of substantial harm to persons, property, or the Rented Premises, University officials may conduct an emergency inspection without advance notice or prior authorization.

ROOMMATE/SUITEMATE AGREEMENT

To develop a healthy roommate relationship, it is vital that you begin communicating right away. Living with someone else can sometimes be a challenge. Yet, it is a challenge that can be met successfully with a little work. Approaching your relationship with respect, an appreciation for difference, a willingness to communicate, and flexibility will lead to a successful rooming experience.

When arriving to campus, it is expected that students begin reviewing their Roommate and Suitemate Agreements in Roompact. This agreement will assist in creating a strong line of communication between all residents in a shared living space, and to alleviate any potential future issues from occurring.

Communication solves most problems, especially when living in a shared environment. A meeting between all residents of the suite will need to occur prior to the last day of move in month (August or January), so that all residents have time to consider their academic and personal needs as it applies to the agreement. Once a meeting time has been set, the following steps should be taken:

- I. Designate a representative to type out all actions added into the agreement.
- II. Review each item in the agreement as a group and confirm that all residents are comfortable with the terms.
- III. Once all terms have been reviewed and the agreement has been submitted, all parties will need to go in and digitally sign the agreement for it to be complete.
- IV. A residence life staff member will review the agreement to confirm that all items in the agreement have been met with reasonable response. Agreements that do not meet that criteria will be voided and the residents will be asked to complete a new agreement.

ROOMMATE CONFLICTS

If you and your roommate(s) are not able to compromise and resolve the situation, ask an RA to intervene by meeting with all involved roommates. The RAs role is that of a neutral mediator. If the problems persist, you may need to meet with the Hall Director for continued mediation. If problems are not resolved after the above steps have been taken, all residents involved will be given new room assignments. The Office of Housing or Assistant Director for Residence Life may intervene in a conflict if roommates have been unable to resolve at other levels.

SMOKING POLICY

The University is a Smoke-Free Campus and smoking will not be permitted on any campus property and includes e-cigarettes. There are no designated smoking areas on campus.

SOLICITATION POLICY

Commercial publicity or solicitations are not allowed on campus. No person or groups are allowed to solicit on campus residential property. If someone comes to your door, ask for identification, and notify the front desk of your complex immediately.

TELEPHONES

For calls using a phone plugged into your room/apartment telephone jack, you need only dial the last four digits of the telephone number from an on-campus phone number. All other calls require that you first dial 9+1, then the 10-digit number including area code. Local calls are free and unlimited. Residents must supply their own phones, but the service is included with your rent.

THEFT

In the event of a theft, contact campus police at 731-881-7777 and then contact your front desk.

TORNADO WARNINGS

Rave Alerts will be sent out should there be any tornado warnings for our campus. If you have not signed up for [RAVE Alerts](#), please do so now by [CLICKING HERE](#). All residents can seek shelter at any time before a tornado warning in the Cooper, Ellington, or Browning Hall basements.

If a tornado warning is issued for the UTM campus while you are in your residence, please report to the following shelter locations designated for your complex:

- University Village Phase 1 – Interior walled room, stay away from windows
- University Village Phase 2 – First-floor interior hallway, stay out of lobby areas and away from windows
- Cooper Hall – Cooper Hall basement
- Ellington Hall – Ellington Hall basements
 - **The pet-free tornado shelter is located in the Ellington Hall F-Side basement: If you have severe allergies to animals and need a pet-free shelter, please use this location.**
- Browning Hall – Browning Hall basements
- University Courts - Interior walled room, stay away from windows

Once the tornado warning has been issued, residents are not to go outside and should remain in your shelter location until they receive the ALL CLEAR from your RAVE Alert or the Residence Life staff.

TRANSPORTATION FOR EMERGENCIES

Staff members are not permitted to transport students requiring medical assistance. When such assistance is needed, Public Safety should be contacted to transport students.

UNIVERSITY VILLAGE BALCONIES

Residents are welcome to place small plant containers and outdoor patio furniture on the balcony and porch areas, so long as the items do not impede ability to safely exit the apartment building. A clearance should be maintained from doors, breezeways, and stairs, in the event there is an emergency that requires building evacuation. Balconies and porches are not to be used as storage areas or for entrance or exit from the apartment unit. Due to safety regulations, the following items are not permitted on balconies and porches:

- Indoor furniture
- Bicycles, scooters, or mopeds
- Boxes
- Flammable liquids
- Grills or grilling accessories, such as lighter fluid, charcoal, propane

Any other item deemed a hazard by your Hall Director may be kept, but not used on the balconies.

VANDALISM

Individuals are financially responsible for any vandalism. If you see vandalism occurring, report it immediately to your front desk or Public Safety at 731-881-7777.

VISITATION OF GUESTS

Hosts are responsible for guest behavior, and guests must be always escorted by their host. Students may host overnight guests of the same sex only after making prior arrangements with roommates and

suitemates. Any minors of the same sex that will be overnight guest require approval from the Hall Director. Approved overnight guests are limited to three days in a one-week period. Different types of visitation options are available, depending on the Hall:

- I. Type I Visitation - No visitation of the opposite sex. Available only in Ellington Hall upon request from Student.
- II. Type II Visitation - Opposite sex visitation allowed from noon to midnight Sunday to Thursday, and from noon to 2am on Fridays and Saturdays. Available in Ellington, Browning, and Cooper Hall.
- III. Type III Visitation- For University Village A-E and F-H only. Opposite sex visitation allowed 24/7. Overnight guest policies apply and cohabitation is not permitted.

WEAPONS

The possession of firearms, knives, fireworks, or other types of weapons and explosives are not allowed in the residence halls or other university buildings and will be confiscated. You may however store your firearms at the Department of Public Safety in Crisp Hall.

WINDOWS

It is not permissible to hang or place anything in the window that may be viewed from outside the building other than blinds, curtains, and university/organization related materials. Window screens should never be removed. If a window screen is missing, an online work order will need to be submitted immediately. If a window screen is discovered to be missing, the resident(s) will be charged for replacement. Residents should never throw anything from a window. Doing so will result in disciplinary action.

SECTION VIII: DISCIPLINARY PROCESS

If a resident is documented for a violation by a housing staff member, the Hall Director will use their discretion to meet with the student to address disciplinary issues or advance the case to the Office of Student Conduct. You may appeal any housing disciplinary decision in the Office of Housing to the Director for Residence Life. Should the decision be upheld by the Director for Residence Life, you have the right to appeal to the Assistant Vice Chancellor of Student and Residential Life by observing the following protocols:

- I. The request for appeal shall be submitted in writing to the Assistant Vice Chancellor of Student and Residential Life within seven (7) calendar days of written notice of the decision by the Office of Housing. If the seventh day falls on a weekend or holiday, the time is extended to the next regular workday.
- II. The request for appeal shall contain:
 - a. A statement that the student appeals the decision of the Office of Housing; and
 - b. A brief statement of the grounds for the appeal.
- III. All appeals to the Assistant Vice Chancellor of Student and Residential Life are written and heard based upon the record made before the Office of Housing.
- IV. Pending the outcome of an appeal, the penalty specified in the decision of the Office of Housing shall not be imposed.
- V. The Assistant Vice Chancellor of Student and Residential Life may:
 - a. Affirm the decision of the Office of Housing;
 - b. Amend the decision of the Office of Housing;
 - c. Return the case to the Office of Housing with instructions for reconsideration of the case; or
 - d. Overturn the decision of the Office of Housing.

The decision of any board or administrative officer of the University of Tennessee at Martin is subject to review by the Vice Chancellor for Student Affairs and the Chancellor.

If you have any questions or suggestions to improve on-campus housing, feel free to contact any of the Housing and Residence Life Staff. Again, we look forward to the opportunity to serve your housing needs. Have a great year!