

**ELIZABETH CITY STATE UNIVERSITY**  
**Check-in and Check-out Policy for Residence Halls**

**Preamble**

Elizabeth City State University (ECSU) establishes dates and times that its residence halls officially open and close each academic year and during summer sessions. This policy shall govern the manner in which occupancy within ECSU residence halls begins at check-in, ends at check-out or may be otherwise extended or terminated.

**1. Regular Check-in and Check-out**

A. Official Residence Hall Opening and Closing Dates

Residence halls open for regular check-in and close for regular check-out in accordance with ECSU's official opening and closing dates.

B. Notification to Students

The Office of Housing and Residence Life is responsible for notifying boarding students of the official dates for:

- (1) Regular check-in and check-out each semester and summer session;
- (2) Residence hall closings for semester breaks, holidays and emergencies.

**2. Early Check-in and Late Check-out**

A. Unusual Hardship Situations

Boarding students may request permission to check into a residence hall early or check out of a residence hall late if the official opening and closing dates create an unusual hardship for the student.

B. Participation in ECSU Programs

It is acknowledged that boarding students may participate in certain university programs (i.e. athletic teams, cheerleading or student workers assigned to ECSU's radio station, etc.) which commence prior to or extend beyond the official residence hall opening and closing dates. Boarding students who participate in such programs will be allowed an early check-in or late check-out in accordance with the official schedule of the relevant university program.

C. Procedures for Early Check-in or Late Check-out

i. Requests for Early Check-in or Late Check-out

(1) Unusual Hardship Situations

Boarding students who seek permission for an early check-in or late check-out due to unusual hardship must submit a request in writing. The written request must be submitted to the Director of Housing and Residence Life at least two (2)

weeks prior to the official opening or closing of the residence halls and must specify the reasons for the request. Written requests will be reviewed and decided by the Director of Housing and Residence Life.

(2) Participation in University Programs

Housing arrangements for early check-in or late check-out for boarding students due to participation in university programs shall be coordinated by the head of the relevant university program and the Director of Housing and Residence Life.

ii. Early Check-in or Late Check-out Housing Assignments

Boarding students who are granted an early check-in or late check-out will receive a housing assignment for the extended period from the Director of Housing and Residence Life which may differ from the student's regular housing assignment.

D. Early Check-in and Late Check-out Fees

Any boarding student, other than a participant in a university program which requires extended housing, shall be charged a non-refundable fee in the amount of twenty-five dollars per day (\$25.00/day).

**3. Early Check-Outs**

A. Withdrawal from the University

A boarding student who withdraws from ECSU is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of withdrawing from the university.

B. Disciplinary Suspensions

i. Academic Suspensions

A boarding student who is placed on academic suspension is subject to a mandatory early check-out and must vacate his or her housing assignment within twenty-four (24) hours of receiving notice of the academic suspension.

ii. Disciplinary Suspensions

A boarding student who is placed on disciplinary suspension is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of receiving notice of the disciplinary suspension.

C. Under Twelve (12) Credit Hours

A boarding student whose enrollment falls below twelve (12) credit hours is subject to a mandatory early check-out and must vacate his or her housing assignment within twenty-four (24) hours of reducing his or her course load below twelve (12) credit hours.

D. Criminal Warrants and Violations of Smoking, Alcoholic Beverage and Illegal Drug Policies

A boarding student who is named as a defendant on a criminal warrant (felony or misdemeanor) or who is found in violation of ECSU's Smoking, Alcoholic Beverage or Illegal Drug policies is subject to a mandatory early check-out and must vacate his or her housing assignment within twelve (12) hours of discovery of issuance of a criminal warrant or upon discovery of the policy violation(s).

E. Firearms or Weapons Violations

A boarding student who is found in violation of the university's prohibition against possession and use of firearms and other weapons on campus is subject to a mandatory early check-out and must vacate his or her housing assignment immediately upon discovery of the violation.

**4. Status of Campus Housing Assignments During a Disciplinary Appeal Process**

Students who appeal disciplinary sanctions remain subject to the mandatory early check-out and will not be allowed to maintain a campus housing assignment during the course of the appeal process.