

Addendum to the UIW Student Handbook



RESIDENCE LIFE *and*
HOUSING OPERATIONS

Residence Life Handbook

RESIDENCE LIFE HANDBOOK

The Residence Life Handbook is intended to assist and inform all students living on campus (hereafter referred to as “Residents”) of policies in each residence hall that support the Mission and policies of UIW. Residents are responsible for knowing and abiding by the policies listed in the Student Handbook which includes the Student Code of Conduct and this Residence Life Handbook. The Residence Life Handbook should be referenced in conjunction with the Student Code of Conduct. The Office of Residence Life and Housing Operations (hereafter referred to as “Residence Life”) reserves the right to make changes to this handbook as necessary. The Student Code of Conduct can be found in the Student Handbook at https://my.uiw.edu/student-advocacy-and-accountability/_docs/2024-2025_studenthandbook_finaledit_1oct24.pdf <https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/index.html>

Living within a community offers a significant contribution to the holistic educational development of each student. The Residence Life program seeks to establish an atmosphere that stimulates growth, encourages individual responsibility in decision-making, and provides for the acceptance of others as individuals of worth. Developing good citizenship, learning and accepting the meaning of responsibility, and recognizing the rights of others are goals of Residence Life.

Our residence halls are an excellent place to meet new friends, participate in numerous activities, develop new interests, and learn to live and grow in a community rich in diversity. We are committed, passionate and enthusiastic about sharing this experience with each Resident as our journey continues!

Requirements to Live on Campus

- a. Pursuant to Texas Law, Registered Sex Offenders are prohibited from residing within university housing. Art. 62.064 of Tex. Crim. Code. As part of the housing application process, Residence Life requires voluntary disclosure of Registered Sex Offender status on the housing application.
- b. Meningitis Vaccination Requirement: Documentation must be submitted to the Registrar’s Office (registrar@uiwtx.edu). Immunization must have been administered within the last five (5) years and at least ten (10) days prior to check-in. Residents aged 22 years or older are exempt from this requirement.
- c. Academic Progress: Residents must be actively enrolled in UIW courses. Residents are expected to attend class and actively be a part of the UIW community. If a Resident has elected to stop attending classes but continues to reside in the residence halls, the Director of Residence Life and Housing Operations, in consultation with the Dean of Campus Life, may cancel the housing contract and remove the Resident. Removal due to failure to demonstrate academic progress may result in cancellation fees and a loss of deposit.
- d. Priority for housing assignments is given to undergraduate students ages 18-24.

Community Living

The Office of Residence Life and Housing Operations strives to promote a safe, comfortable, and inviting community. Each Resident is responsible for reviewing this handbook and abiding by the rules, regulations, and standards herein. All Residents are expected to exercise self-discipline, social maturity, and respect for public and private property. The Residence Life Handbook outlines the following rights and responsibilities within our communities:

Right to an environment conducive to studies and rest	Responsibility to limit distractions that inhibit the promotion of an environment conducive to studies and rest
Responsibility to ensure that daily actions do not disrupt the community	Responsibility to care for self
Right to recreate in or around the residence halls	Responsibility to modify recreation so as not to interfere with others or damage the facilities
Right to personal privacy	Responsibility to respect other's personal space and possessions
Right to respect for personal time and space	Responsibility to abide by visitation hours and respect the personal space of others
Right to facilities which are clean, healthy, safe, and orderly	Responsibility to respect all property, to keep common areas free of litter, to report vandalism, and to request necessary repairs
Right to the redress of grievances and recourse to due process in the University judicial system	Responsibility to cooperate with University grievance and judicial procedures, to refrain from conduct which infringes upon the right of others, and to initiate action should the circumstances warrant
Right to be free of intimidation, physical and/or emotional harm to include being free from peer pressure or ridicule regarding the choices surrounding substance use, organizational involvement or to allow others to violate the law or University policy	Responsibility to respect all individuals and to preserve the integrity of the community by adhering to community policies and the Student Code of Conduct
Right to attend classes while residing within university housing	Responsibility to attend classes

A. Roommate/Suitemate Relationships

Residents are expected to complete the Roommate/Suitemate Agreement Form within the first week of classes unless otherwise noted by a Residence Life Administrator. This form must be submitted to the Resident Assistant upon completion.

B. Mediation

If you discover that a conflict with a roommate or suitemate cannot be solved with just personal discussions, the University offers a formal conflict resolution. Through mediation, individuals from the University community who are not involved in the conflict help the two parties work through the problem. A member of the Residence Life staff can assist you with setting up a mediation. It is our intention to resolve conflicts that are brought to our attention.

C. Solving Roommate Disputes

If during the mediation process no agreement takes place or if either party refuses mediation, Residence Life reserves the right to move the individual or individuals involved in the dispute. If a Resident does not want to participate in a mediation but demands to be moved after the room change period, a \$75 room change fee will be assessed.

D. Housing Assignment Changes

Residents may be reassigned to another room under the following circumstances:

- Completion of Room Change Request during Room Change Period and availability of space (\$75 fee waived)
- Successful completion of Mediation Process with an unresolved dispute, as assessed by a Residence Life Administrator (\$75 room change fee may be waived)
- Threatening/dangerous/disruptive behaviors towards self or others
- Violations of Student Code of Conduct
- Continuous violations of Roommate/Suitemate Agreement
- Requests submitted outside of the Room Change Period will be granted based on availability (\$75 room change fee will be assessed)
- Other behaviors deemed inappropriate by a Residence Life Administrator
- Consolidated during the consolidation period
- Room changes can take place to support departmental efficiency and beneficial use of available accommodations. This would include consolidation-related moves done administratively.
- At the discretion of the Director of Residence Life and Housing Operations and/or the Dean of Campus Life.

Residential Services

- A. **The Office of Residence Life and Housing Operations:** While Resident Assistants can answer most questions, you may come to the Campus Life Office for lost keys, ID cards, discipline appeals, and assistance in other areas dealing with the residence halls. This office is open during the academic year Monday – Friday from 8:00 a.m. until 5:00 p.m.
- B. **Cable Service:** The University of the Incarnate Word does not offer cable services in the residence halls.
- C. **Dining Services:** All students living on campus are required to purchase a meal plan each semester. The remaining balance of Dining Dollars from the fall will transfer to the spring semester plan. After the spring semester, the balance will be forfeited.
- a. All meal plans are taxable and not transferable. Students desiring to change their meal plan must complete a Meal Plan Change request form. Meal Plan Change requests will only be accepted until the day prior to the 100% drop date as posted on the academic calendar each semester. Please review Residence Life’s website for calendar dates. Meal plan changes will not be accepted after the deadline has passed. Residents may add money to their meal plan at any time by contacting the Business Office or through Cashnet.
 - b. Meal plans may be used at the main dining hall located in Residential Dining at SEC (Board Meals and Dining Dollars), Hortencia’s (Dining Dollars), which includes Chick-fil-A, in the Administration Building, Virtual Dining Concepts (Dining Dollars), located in by the International Conference Center, Starbucks (Dining Dollars) in the SEC, and Lucianos (Dining Dollars) located in the SEC.
 - c. All Residents must have their UIW ID card to use their meal points. Meals may not be purchased with another Resident’s ID card unless that Resident is present or proper authorization is presented

A card presented by a non-owner shall be confiscated by food services and turned over to Campus Life.

- i. Sick Trays: If you are prevented from going to meals because of illness, a friend can pick up a meal for you. You must complete the Consent for Meals form sent to your email in order for someone to pick up and deliver meals.
- d. Fines and possible disciplinary sanctions will be imposed if any dishware or trays belonging to Food Service are found in Resident rooms, if students are found using meal cards that are not their own, or they are found stealing food from other students or the cafeteria.
- e. Exceptions to the meal plan requirement may be granted for medical reasons only. Requests for exceptions to the meal plan must be submitted to Student Disability Services. Exemptions or deductions from the meal plan are granted only when the campus food service cannot meet a student's special dietary needs as outlined by a physician. The student will be asked to submit a copy of his/her special dietary needs to the Student Disability Services before a waiver is granted.
 - i. Special Diets: Special diets due to medical disorders may be requested from the Food Service Director. Requests must be submitted at least two weeks in advance of each semester, and you must provide a letter from your physician that includes the diagnosis and special dietary requirements. Please note for allergy-related requests, an accommodation must be on file through Student Disability Services.

D. **Internet:** All Residence Halls have wireless internet supplied by the University's IT department. The wireless system is available to all Residents. Information regarding the wireless internet can be found at <https://my.uiw.edu/ird/students/resnet-info.html>. Residents experiencing issues with the wireless in the residence halls can contact the Help Desk at 210-829-2721.

E. **Health Services and Emergencies:** The Residence Life Staff keeps limited first aid supplies for minor illnesses or emergencies. In addition, the Student Health Services Office, located in the basement of the Agnese/Sosa Parking Garage (walkway between the Residence Hall and the Nursing Building) is open Monday through Friday, 8:00 am - 5:00 pm. The Campus Health Center provides basic health services that focus on primary prevention care, health education and counseling, care for acute minor illnesses and injuries, and the maintenance of health records and assistance with the University insurance plan.

F. **Housekeeping Service:** Housekeeping services are provided for public areas daily and private residence hall bathrooms are cleaned weekly. Individual maid service is not available for student rooms. Housekeeping also provides toilet paper for student restrooms. Residents are not allowed to deny housekeeping services to their room.

G. **ID Cards:** All students are required to have and carry a UIW ID card while on campus. This card is utilized to purchase meals, gain access to the residence halls, check out books from the library, and for admittance into university events. ID cards are obtained through the Office of Campus Life. There is no fee for the first ID card. Replacement cards are \$30. Residents are not allowed to give their ID card to another person and must be produced when requested by a University official.

H. **Laundry:** Washers and dryers are located in each building. Any malfunctions with the laundry equipment should be made immediately by contacting your RA or by submitting a work order through the CSC Go app on any mobile device. Please be sure the washer number and dryer unit number are given to the company when reporting malfunctions. Laundry is included in your room and board charges. No additional payment is required. Laundry facilities are only for the Residents of that building. Using facilities that are not designated for that particular Resident or for a non-Resident/non-student will result in a fine of \$50.

- I. **Mail:** Mail for each student is delivered to the Campus Post Office located on the basement floor of the Student Engagement Center. Each Resident will be assigned a mailbox and receive their own mail key during move in. Services at the Post Office include selling stamps, shipping packages (USPS, UPS, Airborne Express, DHL), and assistance related to mail. Residents are required to turn in their mailbox key at the end of the school year and/or when they depart the residence hall permanently. The mailing address is as follows:
- [Student's Name]
University of the Incarnate Word
4301 Broadway CPO ____
San Antonio, TX 78209
- J. **Parking Services:** Residents with cars on campus are required to register their car and purchase a parking permit through the Cardinal Cars app in Cardinal Apps. The permit allows the Resident to park in designated areas on campus. Students who use handicapped parking spaces on campus must provide proper documentation to receive a handicapped-parking permit. Students, employees and visitors needing assistance with a temporary permit, appeal inquiry or assistance with campus should visit UIW PD in the Clement Hall foyer.
- K. **Repairs and Maintenance:** Any repairs or maintenance needs should be reported by the Resident through the Asset Essentials maintenance system in Cardinal Apps. If a request has not been completed within a few days, notify your RA or the Office of Residence Life and Housing Operations. After the form is submitted, a member of the maintenance staff will respond to the maintenance need. If a maintenance emergency arises after hours, please contact the All Campus RA at (210) 216-6831 or UIW Police, (210) 829-6030, immediately. Other reporting options include e-mailing housing@uiwtx.edu or by contacting our office during normal business hours at (210) 829-6034.
- L. **Telephones:** The University does not provide telephone service within the residence halls.
- M. **Vending Machines:** Snack and soda machines are located in the residence halls. Any malfunctions with vending equipment and/or refund requests are to be made by calling the toll-free number located on each machine.
- N. **Picnic Area:** Residents are encouraged to use the picnic areas and charcoal grills around campus. Only charcoal briquettes may be used. Please be sure to clean up the area after yourselves. No alcohol is allowed in these areas. No barbecuing is allowed within ten (10) feet of any University building. The picnic areas with grills and tables are located next to and east of the tennis courts, beside Avoca C, D and E, and by the outdoor volleyball court. Additional picnic tables are located between the river and natatorium, next to Dubuis and next to Agnese/Sosa.

Operational Guidelines

A. Resident Agreement

When you made an application for housing and paid the housing deposit, you also completed a UIW Housing Contract. By signing the bottom of the contract either electronically or physically, you indicated that you would live in the housing assigned to you by the University. In addition, your signature indicates to the Office of Residence Life and Housing Operations that you read the conditions of the agreement and

will abide by those conditions. Copies of the Terms of the Housing Agreement are available at the Office of Residence Life and Housing Operations.

B. Fall to Spring Housing Process

A Housing Contract sets forth the housing assignment for an entire academic year (fall through spring). However, a Resident must be enrolled as a full-time student in order to remain in housing. If a student has not registered in a full-time course load for the following spring semester by December 1st, the student will need to check out of housing when the halls close prior to December Commencement. A student will have until the 1st day of classes to register as a full-time student and reapply for housing. Residence Life will make every attempt to house a student in their original assignment or room type, but space is limited to availability.

C. Room Inventory Condition Records (RICs)

Upon check-in, a Room Inventory Condition form will be made available through the Housing Portal. The Office of Residence Life and Housing Operations uses this form to accurately assess the amount of damage, if any, is present in a room when a Resident checks out. Residents are required to assess the condition of their rooms when they move in. Residents must log into the Housing Portal and accept or deny the status of each item on the Room Inventory Condition Record (“RIC”). Residents have until the Friday of the first week of class to accept their RIC. **Any RICs in pending status after 5:00 p.m., Friday of the first week of classes will automatically be considered “accepted.”**

Your RA or a member of the Residence Life staff will inspect rooms regularly to ascertain cleanliness, damages, and conditions potentially harmful to the health or safety of the community. Residents are responsible for all damages and are strongly encouraged to report any damage to their RA or Residence Life immediately. Residents are responsible for damages caused by guests.

D. Keys

During check-in, each Resident will be issued a key to their room. Residents in Dubuis Hall will have their University ID activated for their room. If the resident lives in Agnese/Sosa, the Avoca Apartments, Watson Lofts, Township, or McCombs Building, an apartment/suite entry key will also be issued. The Resident must sign for the key(s). Room, apartment, building, and mailbox keys may not be duplicated. Lending keys to another for the purpose of entering a residence hall or room is prohibited. Residents will be charged \$25 (Bedroom) and/or \$40 (front door) for lost keys.

E. Room Assignments

Residence Life reserves the right to make all room assignments and to make any subsequent changes for the health, safety, and/or social benefit of the community. Residence Life reserves the right to require single occupants of double rooms to move in together as discussed in the Consolidation Policy (below). If a Resident has not been assigned a roommate, but has not been consolidated, then the room should remain half open/move-in ready in the event that a Resident is assigned to the room. If the Resident occupies the entire room by using both beds, closets, desks or chest of drawers, the Resident could be charged the rate for a double as a single. Residence Life will make every effort to notify the Resident that a roommate has been assigned, but this is not guaranteed in some situations.

F. Room Changes

The Office of Residence Life and Housing Operations hosts several room change seasons: during the first week of each semester, and at the end of the fall semester. The Associate Director of Residence Life and Housing Operations must approve requests for room changes. Room change requests will be reviewed after the second week of class. Room changes outside the room change season will be allowed when an extenuating circumstance exists. These requests should go through the Residence Life Coordinator of that particular hall. If you move to another room without authorization, you will be charged \$75 and be

required to return to your original room. If you move more than once from one room to another room without authorization, you will be charged \$100 for each subsequent violation. Please note, only a member of the Residence Life and Housing Operations Leadership Team and/or the Dean of Campus Life can authorize room changes. In addition, only students may request their own room changes.

G. Consolidation Policy

At times, for various reasons, a consolidation may need to take place. For example, students living in doubles without a roommate may be asked to move to another room or receive a roommate. Roommates may also be split if situations warrant. This may be for reasons of discipline, safety, health, irresolvable conflict, or to achieve maximum space utilization. You will be given at least 48 hours notice before being required to move. It is important, therefore, for Residents to only use furniture that has been assigned to them. Under no circumstance should a Resident take over another part of their room.

H. Notifications and Refunds

Generally, housing notices and housing correspondence will be sent to the student's UIW email address and/or mailed to the student at the address designated by the student in his/her online file. All refunds will be mailed to the address on file with the Registrar's Office. Refunds will be issued by the Business Office 30-60 days after the close of school. Students who have changed addresses need to notify the Registrar's Office.

I. International Student Deposits

When an international student is checking out of his/her housing and returning to his/her home country after completing his/her program at UIW, the housing deposit will be released to the student account. The deposit will first go towards any outstanding charges or balances on the account. Once the account has cleared and a zero balance is achieved, the remaining deposit will be transferred via electronic wire. It is the student's responsibility to complete an electronic wire transfer form with the UIW Business Office. Forms can be completed any time during a student's stay. Deposits can take up to 30-60 business days to completely clear a student's account.

J. Cancellations

Residents who are canceling their housing contract must submit their cancellation via the cancellation link found on the housing website (www.uiw.edu/housing). Unless special arrangements are made when the application is filed to live in housing for only one (1) semester, students are contracted to occupy the room for the entire academic year. Termination of a contract prior to its expiration will result in the student being charged based on the cancellation policy listed on the Housing Contract.

K. Withdrawal from UIW

If your withdrawal is considered involuntary, such as academic expulsion or housing suspension, the Office of Residence Life and Housing Operations will coordinate a check out time. You must check out of your room within 48 hours of your official withdrawal, voluntary or involuntary, unless the Director of Residence Life and Housing Operations grants an extension.

L. Check Out

At the end of each semester, Residence Life publishes procedures for check out. The residence halls close for all non-graduating students at 3:00 pm the Friday before commencement. For graduating students, the halls will close at 12:00 pm the day after graduation ceremonies. Residents must sign up for a check-out time slot no later than the Sunday before final exams week. If a Resident has an improper check-out by failing to sign up for a slot by Sunday, being late for the check-out time, or not showing up for the check-out time, a fine of \$25 can be assessed for each violation. A final walk-through to finalize any and all charges will be conducted the week following the halls closing. A list of possible fines from check-outs can be found in the "Additional Guidelines and Policies" section.

Those Residents who need to stay past the hall closing date/time, must complete the late-stay request form. Note that this is a request and a move-out extension may not be granted. The Resident may also be required to pay for break housing for the extension requested. If a Resident fails to check-out with Residence Life and does not gain approval to stay on-campus after the established dates of departure, the Resident will lose his/her housing deposit.

Residents checking out in the middle of the semester must notify the Office of Residence Life and Housing Operations by providing 48 hours advance notice. To do so, a cancellation link will need to be completed online through the housing website.

M. Check-out Appeals

Charges for any damages from check-out will be assessed to Resident. Instructions on how to appeal charges will be e-mailed to the Resident's UIW e-mail address. Students will have 30 days to submit their appeal using the Appeal form.

N. Abandoned Items

Personal belongings left behind when the Resident vacates the residence hall will be declared abandoned and will be disposed of or donated. The University does not assume responsibility for any abandoned items or loss/damage to abandoned items.

O. Renter's Insurance

As a Resident, your personal belongings are not protected from nor is the University responsible for theft, vandalism, fire, water damage, etc. The University strongly recommends that all students purchase renter's insurance or make arrangements with their guardian's/parents' insurance company to insure coverage of personal belongings. Insurance coverage is a prudent investment in the event of fire, burglary, or unexpected damages to personal belongings.

P. Housing Accommodations for Students with Disabilities

In order to request appropriate housing accommodations, students with disabilities who choose to live on campus should contact Student Disability Services. While we make every attempt to accommodate requests that come through Student Disability Services, we may not be able to grant the accommodation if it is outside the Student Disability Services' requested timeline or presents an undue hardship for the institution that cannot be reasonably met.

Q. Emergency Information

Emergency Information forms must be completed and/or updated at check-in. Students must report any changes in phone numbers, addresses, etc., to Residence Life within 48 hours of the change.

R. Emergency Contact Policy

Students also have the ability to update emergency contact information through the UIW BannerWeb Information System, as well as when they complete the housing application.

Emergency Contacts will be utilized under the following circumstances:

- Student is transported to hospital
- Student is reported missing
- Student requests for his/her emergency contact to be notified
- Student death
- Other circumstances deemed necessary by the Director of Residence Life and Housing Operations and/or Dean of Campus Life

Disciplinary Procedures

The Director of Residence Life and Housing Operations is responsible for enforcing all regulations of the residence hall program with the authority to administer disciplinary sanctions. As official agents of the University, the other members of the Residence Life staff assist the Director in this task. Any violation of residence hall regulations should be reported promptly to Residence Life staff. All residence hall violations and other University offenses affecting student residents will be referred to the Director of Residence Life and Housing Operations.

A. Incident Reports

Incidents requiring the intervention or attention of Residence Life are regularly reported using an incident report form available here: <https://my.uiw.edu/studentconduct/report-an-incident.html>. Violation of University or Residence Life policies, emergency situations, and instances of property loss or damages are documented on the incident report forms and forwarded to Residence Life for appropriate follow up.

B. Disciplinary Sanctions

Disciplinary sanctions may take several different forms depending on the severity of the incident. Students living in University housing who are charged with housing violations may receive a reminder of the policy as a written warning or will be required to meet with a member of the Residence Life Administrative Team.

Violations are cumulative for the Resident's duration as a student at the University. Refer to the Student Code of Conduct for additional sanction information.

C. Appeals

A decision or action regarding disciplinary sanctions issued by a representative of Residence Life may be appealed by the student or complainant within five (5) school days of the issued decision or action. Directions on how to complete an appeal will be attached to the decision letter. Depending on the nature of the decision/action, the Director will review the appeal and make a ruling which will be considered final. In the alternative, the Director may, in their discretion, forward the appeal to the Associate Director of Residence Life and Housing Operations or Assistant Director of Residence Life for a ruling; such ruling will be considered final.

D. Title IX

The University takes all allegations of sexual misconduct seriously and is committed to providing information, education, resources, support, interim measures, and clear direction to University community members to prevent and address such conduct. The University will always attempt to respond to sexual misconduct that it knows about in order to stop prohibited conduct, prevent the recurrence of any conduct of concern, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such prohibited conduct. Information regarding Title IX and the University's policy can be found at www.uiw.edu/titleix/index.html.

Residence Life staff members are considered mandatory reporters and are required to report any potential violations of the University Sexual Misconduct Policy to the Director of Title IX.

E. Administrative Housing Status:

Residents with a criminal history, previous conduct records at another institution, and/or with unresolved disciplinary sanctions from a previous semester, may be placed on University housing probation by the Director of Residence Life and Housing Operations as a proactive measure to ensure the Resident adheres to University policy. Please refer to the Behavioral Misconduct Procedures for information regarding University Housing Probation or Suspension.

Resident Behavior and Housing Policies

A. Unauthorized Moves/Room Change Requests

- i) Any Resident who moves to another room without authorization will be charged \$75 and will be required to return to his/her original room. Residents will be charged \$100 for each subsequent unauthorized move violation.

B. Quiet Hours/Noise Violations

- i) Quiet hours are observed in all residence halls and apartments during the following times: Sunday-Thursday 10:00 p.m. to 10:00 a.m.; Friday and Saturday 12:00 a.m. to 10:00 a.m. Residents cannot change these hours.
- ii) Extended quiet hours (24 hrs.) occur during the last two (2) weeks of each semester.
- iii) Courtesy hours are always in effect. Courtesy hours mean that a Resident has the right to an environment conducive to learning and if something is impeding that environment, they have the right to request the behavior to stop.

C. Alcohol

- i) UIW Housing holds all Residents responsible for complying with the alcohol policy cited in the UIW Student Code of Conduct and for abiding by Texas law.
- ii) To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, UIW policy expressly forbids possession and/or consumption of alcohol by students, employees, or guests who are under the legal drinking age of 21 years.
- iii) Advertisement of private gatherings in a resident's room, suite, or apartment is prohibited.
- iv) Progressive drinking parties are not allowed due to the potential of noise violations, alcohol in public areas, and/or illegal consumption.
- v) Items prohibited from the Residence Halls include but are not limited to: beer kegs (empty/full/or taps), margarita machines, punch bowls, trash can punch, alcohol soaked fruit, party balls, selling or manufacturing alcohol beverages, display of alcohol containers, display of alcohol advertisement, beer bong, Jello shots, and party games including but not limited to beer pong, flippy cup, etc..
- vi) Alcohol cannot be stored in community refrigerators and must be contained to the Resident's room, if all occupants are 21 years of age or older.
- vii) Wet Halls: Residence Halls with Residents who are 21 or older may permit alcohol under the following conditions:
 - (1) All Residents within a room/apartment/suite must be over 21 years of age for alcohol to be permitted. If any resident is under 21, that unit becomes a dry unit in which no alcohol is permitted.
 - (2) Residents are permitted to have alcoholic beverages in their residence hall rooms only. Alcohol is not allowed in study rooms, lounges, hallways or outside of the residence halls.
 - (3) Residents must keep alcohol concealed when transporting it into their room.
 - (4) No minors are ever to be present when consuming alcohol.
- viii) Dry Halls: Alcohol and alcohol containers are prohibited in the following residence halls: designated FTIC floors in Joeris and Sky View, Clement, Dubuis, and Agnese/Sosa.
 - (1) Alcohol paraphernalia including shot glasses, tumblers, empty containers for use of decoration, alcohol advertisements, etc., are prohibited in all residence halls.

D. Drugs

- i) Residence Life holds all Residents responsible for complying with the Drug policy cited in the UIW Student Code of Conduct and for abiding by Texas law.

- ii) If drugs or drug paraphernalia are found in common areas of a residence hall room/apartment (living room, kitchen area, bathroom, etc.), all occupants of the unit will be held responsible, unless one of the occupants takes responsibility/ownership of the drugs and/or drug paraphernalia.
- iii) Residents found in possession of drugs on or off campus will go through the judicial process through the Office of Student Advocacy and Accountability.
- iv) If a guest is found in violation of the drug policy, the Resident may also be held responsible.
- v) Repeat violations of the drug policy can result in the cancellation of a Resident's Housing Contract.

E. Smoking

- i) The University of the Incarnate Word is a "smoke and tobacco free" campus. Tobacco products including cigarettes and chewing tobacco, are prohibited in and on the University campus. This also includes any vaporizers, e-cigarettes, etc.
- ii) These items are not allowed to be stored within University housing.
- iii) Smoking is prohibited in all University housing.

F. Guest Policy

- i) Guests: Guests are considered non-residents who enter a residence hall area (lounges, stairwells, hallways, and balconies included) in the presence of any Resident(s).
- ii) Having Guests is considered a privilege, not a right, and Residents are expected to exercise this privilege carefully, taking the following into consideration:
 - (1) Concern for others' right to privacy including neighbors, roommates, and suitemates.
 - (2) No Resident shall be denied access to his/her room at any time or be placed under undue hardship by the presence of a guest.
 - (3) Guests must use bathroom facilities designated for their gender. At no time can visitors use shower facilities or restrooms designated for the opposite sex.
 - (4) All guests must be escorted at all times by his/her host and are not to be left in a Resident's room alone. Any person(s) in violation of this policy will be directed to leave that hall and be issued sanctions.
 - (5) Residents are responsible for the actions of their visitors and must make every effort to control the behavior of their guests in compliance with the Student Code of Conduct.
 - (6) Minors (anyone under the age of 18), and/or high school students, may not be guests in any residence hall room unless expressly permitted by the Director of Residence Life and Housing Operations.
- iii) Cohabitation:
 - (1) Cohabitation is not allowed in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were a resident of the room. This includes, but is not limited to, keeping clothing and other personal belongings in the room, sleeping overnight in the room, studying in the room on a regular basis, being in the room without the presence of the host, and using the bathroom and shower facilities as if they lived in that room. Violators of the cohabitation will be subjected to a prorated per day rate for the time period the guest stayed, and disciplinary sanctions will be imposed.
- iv) Overnight guests:
 - (1) The University, at its discretion, allows Residents to have overnight guests for a total of five (5) nights per semester. The overnight visit should not exceed two (2) consecutive nights.
 - (a) An overnight guest is defined as a guest visiting between 11:00 pm and 7:00 am.
 - (b) In order to have an overnight guest, the Resident must meet the following criteria:

- (i) The Resident must register guest(s) by completing the guest registry on the housing portal 24 hours in advance of the guest arrival.
- (ii) The Resident must receive prior permission from their respective roommate(s).
- (iii) The Resident must also notify suitemate(s), if applicable.
- (c) Guests will not be issued keys or a guest ID card.
- (d) Residents must ensure their overnight guest adheres to the Student Code of Conduct and all University policies.
- (e) Overnight guests should not infringe on the rights of roommates.
- (f) Residents found in violation of the overnight guest policy may receive sanctions ranging from one month visitation restriction to a per diem charge to Resident. Repeat offenses may result in removal from the residence halls.

G. Unauthorized Habitation/Double-As-Single/Double Occupancy

- i) Living within a University operated residence hall without an assignment, outside the approved Housing Contract, or in an unoccupied space is prohibited.
- ii) Individuals residing and/or utilizing a residential space which they are not officially assigned to may be charged with criminal trespassing, receive a per day charge, be automatically issued a double-as-single rate or possible removal from University housing.

H. Fire, Health, and Safety Inspections

- i) For the protection of all Residents, the residence hall staff will conduct fire, health, and safety inspections on a periodic basis during the academic year.
- ii) For the purpose of reducing the chance of increased presence of pests and rodents, as well as limiting the hazard of fire or evacuation, all residence hall rooms and apartments will be subjected to a plain view inspection in order to assure adequate cleanliness/upkeep and fire safety.
- iii) Residents are encouraged to be present during an inspection; however, if Resident is not present, Residence Life representatives are still authorized to conduct the inspection.
- iv) Any policy violations discovered as a result of a fire, health or safety inspection will be subject to the discipline process.
- v) After a written warning has been issued to the Resident(s) for failing the inspection, Residents are given 24 hours to pass inspection. If the room(s) does not meet the criteria to pass inspection, the Resident(s) may be charged \$100.

I. Room Décor:

- i) Residents must not exceed a total of 25% of decorative flammable material in their room.
- ii) Any item hung from the ceiling or fire equipment is prohibited.
- iii) Street/Road Signs are not permitted.
- iv) Residents will be charged for the removal of décor, repainting, and repair of the room caused by Resident action/decoration.
- v) Residents are prohibited from hanging items from the ceiling or sprinklers.

J. Weapons

- i) Firearms, ammunition, air rifles, sling shots, pellet guns, paint guns, explosives, firecrackers, pyro-technical devices, projectile firing devices, flammable items of any nature, switchblades, knives over three (3) inches long, clubs, chemical weapons (mace, tear gas), replica weapons, and any other item used as a weapon or any item that Residence Life and/or UIW Police believe to be a weapon are prohibited on campus.
- ii) Any violation of this policy may result in a \$50-\$2000 fine and/or expulsion from the residence hall.

K. Room Search/Entry into Room

- i) As determined by the Director of Residence Life and Housing Operations, the Chief of Police, Dean of Campus Life, or other officials as designated by the University administration, a formal search of a residence hall room may be conducted if it is believed that one or more of the following conditions exist:
 - (1) There is a suspected violation of university policy;
 - (2) There is a possible threat to self or others;
 - (3) There is possible stolen property in the room;
 - (4) There are possible illegal substances in the room;
 - (5) There is a sick or injured individual in the room.

L. University Property

- i) All pieces of furniture placed in the residence hall rooms, laundry rooms, hallways, lounges, porches, patios and study rooms are University property and under no circumstances are these items to be removed from their designated locations or vandalized.
- ii) Any improper movement of University furniture is considered theft and will be adjudicated with a \$50 fine per piece of furniture.
- iii) Any addition or alteration of the premises without prior written permission from the Director of Residence Life and Housing Operations may result in a \$100 fine.
- iv) Residents will be held responsible for damage of any property within residence hall premises.
- v) If common areas are misused or vandalized, Residence Life reserves the right to close them to the community and/or require the community to clean, fix, or pay for damages.
- vi) At the end of the year or when Residents vacate their assigned room, beds and furniture must be restored to the room's proper arrangement. Beds must be un-bunked and set at standard height. Desk drawers must be placed against the wall. A fine of \$25 will be issued if the Resident's assigned room is not in order.
 - (1) Please note that furniture that is already lofted in Dubuis and Township should remain lofted. Any adjustments made by the Resident during the year must be undone and the room returned to the same furniture placement at time of move in.
- vii) Vandalism of hall decoration or signage will result in a minimum of \$50 fine and/or sanctions. If the responsible individuals cannot be found, the charges will be assessed to all Residents of the floor.

M. Self-Care

- i) While living in the residence halls, all Residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs.
- ii) Residents are expected to utilize the various resources available within the University to provide this care.
- iii) If the resources are not available at UIW, the Resident must assume personal and financial responsibility to obtain any services necessary for self-care.
- iv) Residents who are considered to be a threat to others or a disruption to the community may be removed from the residence halls.
- v) Any special housing accommodations related to disabilities must be registered and approved through the Office of Student Disability Services.

N. Pets

- i) Fish are the only pets allowed and may be kept in properly maintained aquariums of 20 gallons of water or less.
- ii) Any Resident found with a pet will be fined \$75 and will be asked to immediately remove the pet.
- iii) Any subsequent violation will result in \$100 fine and may be subject to disciplinary action, including removal from housing.
- iv) Residents may be responsible for costs of cleaning, fumigation and any other damages.
- v) Guests are not permitted to bring their pets into any residence hall or apartment.
- vi) Only approved animals are allowed within the residence halls after all proper documentation has been collected by the Office of Student Disability Services and the Resident completed all the steps required by the Office of Residence Life and Housing Operations.

O. Approved Animals

- i) Animals that serve in the capacity of service or therapy animals must be documented and approved through the Office of Student Disability Services.
- ii) Students are responsible for meeting with the Assistant Director of Residence Life once accommodation for an approved animal is on file per academic year.
- iii) An approved animal may only be on campus after the above steps are completed.
- iv) Rooms containing approved animals will receive monthly inspections by Residence Life staff.

P. Prohibited Items

- i) Students in possession of prohibited items will be fined \$25 and may face disciplinary action. A \$50 fine may be imposed for each subsequent violation and may be subject to additional sanctions.
- ii) Confiscated weapons, drugs, paraphernalia and items involved in an investigation will be processed by the UIW Police Department.
- iii) The University does not assume responsibility for any confiscated items or loss/damage to abandoned items.
- iv) Candles, incense, and other devices that use an open flame are not permitted. If found, a \$25 fine may be imposed. A \$100 fine may be imposed for each subsequent violation and may be subject to additional sanctions.
- v) Live Christmas trees are prohibited at residence halls. Christmas lights may be used in moderation. Outlets should not be overloaded with multiple strands of lights. Residents should not damage the hall/room in the process of displaying lights.
- vi) Hover boards and electronic scooters/bikes are prohibited items and are not allowed to be kept, stored, or utilized in any Residence Life room or building.
- vii) A list of prohibited items includes but not limited to:

air fryer	decorative alcoholic bottles	grills
air rifles	deep fryers	heaters
alcohol paraphernalia	drug paraphernalia	hot plates
ammunition	electric skillet	hoverboards
any open coils	electronic scooters/bikes	induction plates
broilers	explosives	jigsaw hanging lamps
chemical weapons	firearms	knives over 3 inches long
circular halogen bulbs	firecrackers	lamps with plug in the base
clubs	flammable fluid	lava lamps
community furniture in room	flammable items of any nature	live Christmas trees

lofts	open-faced electrical or heating	replica weapons
microwaves over 750 watts	appliances	sling shots
mini fridges over 4.5 cubic feet	outside antennas	street signs
multi-plug adapters (regardless of UL approval)	paint guns	switchblade
non-ul approved/conforms cords	pellet guns	waterbeds
octopus' lamps	projectile firing devices	woks
	pyrotechnical devices	

- viii) The following are allowed to be utilized in a kitchen but not in a student room: George Foreman grills, slow cookers, rice cookers, toaster ovens, and toasters.
- ix) The above lists are non-exhaustive. If you have a question concerning an item, please consult the Associate Director of Residence Life and Housing Operations.

Q. Safety

i) Cooking

- (1) Cooking in the residence halls is allowed with approved cooking appliances and in University-approved kitchen/lounge facilities only.
- (2) Residents are permitted to use rice cookers, crock pots, and George Foreman type grills in residence hall kitchens.
- (3) McCombs, Watson Lofts, Township and Avoca Apartment Residents only are permitted to use toasters and toaster ovens.
- (4) Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken.
- (5) Residents are responsible for the cleanliness of all community cooking spaces.

ii) Hallway Decorum

- (1) Residents should respect residence hall property and promote the upkeep and safety within.
- (2) Participation in any sporting activity within the residence halls, breezeways, rooms or apartments is prohibited.
- (3) Hockey, rollerblading, skateboarding, soccer, Frisbee throwing, football throwing, water fights and any other behavior that can cause harm to others is prohibited.
- (4) Hanging laundry or using drying racks in the breezeways or other common areas of a residence hall is prohibited.
- (5) Violation of these policies may result in disciplinary action including but not limited to a \$25 fine, restitution for damaged property, and additional sanctions.

iii) Doors

- (1) Tampering with interior/exterior/fire exit doors/entryway doors in any way is prohibited. Tampering includes, but is not limited to, propping or ripping doors open.
- (2) An individual found responsible for tampering with a door will be issued a \$50 fine and may be subject to additional sanctions.
- (3) If it is unknown who is tampering with doors, the community will be issued a written warning.
- (4) If tampering persists, all residents will be issued a \$50 fine.
- (5) It is against policy to prop any emergency or entry door.
- (6) Using a fire exit during a non-emergency is prohibited.

iv) Elevators

- (1) Any form of tampering with elevators is prohibited.

- (2) Inappropriate use or misuse of the emergency bell in an elevator will result in a minimum fine of \$50 and disciplinary action.
- (3) If damage occurs, Residents will be responsible for the cost of repair.
- (4) Residents should not hold the elevator doors open for extended periods of time.

v) Emergency & Safety Equipment

- (1) Tampering with, damaging, or inhibiting the use of emergency and safety equipment is prohibited.
- (2) Residents are not permitted to use emergency equipment for any purpose other than emergency use. This includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations, or locked exterior doors.
- (3) Residents are prohibited from removing and/or covering smoke detectors and from tampering with water sprinklers.
- (4) Residents involved in the aforementioned activities may be subject to disciplinary action, fines, restitution, or removed from University Housing.

vi) Roofs

- (1) Residents are not permitted on the roof of any campus building at any time.
- (2) Residents found in violation of this policy will be subject to disciplinary sanctions and a \$50 fine for each violation.
- (3) Residents are responsible for their guests and shall be fined \$50 for each guest found in violation of this policy.

vii) Lofts

- (1) Hand built wooden lofts are not permitted in the residence halls.
- (2) If lofts are found, the Resident responsible will be immediately required to disassemble the loft and be fined \$25.

viii) Windows

- (1) Residents are not allowed to display items such as paper, tin foil, flags, posters, or neon signs in the windows or between the window and mini blinds of any residence hall.
- (2) Clothing or any other item should not protrude from windowsills.
- (3) Residents are prohibited from throwing anything out of a window. Residents may not use shoe polish or spray fake snow on the windows.
- (4) Violation of this policy may result in a \$25 fine to include disciplinary sanctions.

ix) Water Fights

- (1) Water fights, water balloons, or any activities associated with water fights (throwing mud, rocks, or use of scalding water) are not allowed in or near the residence halls.
- (2) Water shall not be thrown inside the hall, onto or from balconies, stoops, or windows.
- (3) Instigation or participation in such activities may result in disciplinary action and/or restitution for damages.

R. Group Billings

- i. Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified.
- ii. When damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building or area.

- iii. Residents will have up to two (2) weeks after the day of the incident to identify the individual(s) responsible for the damage before a group billing is finalized.
- iv. Residents will be notified of such billings by flyers in the residence halls, residence hall doors, and through e-mail.

S. Security Cameras:

- i. All permanent or semi-permanent recordings of common areas (hallways, entrances, lounges, shared spaces etc.) can only be administered by UIW personnel. Personal cameras including but not limited to Ring Doorbells, are not permitted. Please Refer to the University's [Video Security Applications](https://my.uiw.edu/safety/_docs/videosecuritypolicy.pdf) policy found at https://my.uiw.edu/safety/_docs/videosecuritypolicy.pdf for more information.

T. Hygiene and Offensive Odors

- i. Residents are expected to maintain personal hygiene to a level at which their presence does not negatively impose undue discomfort on fellow Residents or the community.
- ii. Residents are expected to appropriately dispose of hygiene products.
- iii. Residents are expected to appropriately dispose of bio-hazardous material(s). Disposal in commodes and sinks is prohibited.
- iv. Residents are expected to not create odors which strongly emanate from their room and can be offensive to those outside of the dwelling. Should odors remain in the dwelling after the Resident vacates, the Resident will be held financially responsible for remediation which may include re-carpeting, painting, and furniture replacement.

U. Bedrails

- i) Bedrails must be used on all beds that are adjusted higher than 36 inches at the top of the frame. Residents are expected to keep bedrails in their room or apartment.

V. Bicycles/Motorcycles

- i) Motorcycle and bicycle parking is restricted to available motorcycle lots and bicycle racks. These vehicles may be impounded if they are left in walkways, breezeways, sidewalks, or hallways.
- ii) Mopeds are considered the same as motorcycles and are subject to the same restrictions.
- iii) Bicycles must be removed upon checkout from the residence halls. All remaining bicycles will be removed from racks after May 31st.
- iv) Electric scooters must be stored outside the residence halls.

W. Common Areas

- i) Common areas, including lounges, hallways, kitchens, bathrooms, laundry rooms and elevators are designated for appropriate use by the Residents of each building.
- ii) Residents are not permitted to store personal items such as shoes in common areas, except for cooking items and food in shared kitchens.
 - (1) Residents must label the owner of any stored items in community kitchens. The University is not responsible for damaged, lost or stolen items.
- iii) After using a community kitchen, pots, pans, dishes, and utensils must be cleaned and properly stored. Counters should be clear of any food debris or remnants. Items left in kitchens will be thrown out after the last round of the evening (approximately midnight).
- iv) If common areas are consistently abused, misused, or vandalized they can be shut down and the responsible party may be subject to a fine. See Furniture section in this handbook for additional guidelines.

X. Use of Room

- i) Residents are not allowed to sublet their residence hall room or allow anyone to live in their residence hall room who is not assigned to the space.
- ii) Residents are not allowed to run a business from their room.

Y. Lounges

- a. The residence halls provide spaces and lounges that can be used for studying and socializing.
 - i. Students may request to use these spaces for special events by contacting the Residence Life Coordinator at least two weeks prior to the time of the event. Permission must be granted before any advertising can begin.
 - ii. Lounge furniture shall not be removed from the lounge and any furniture moved must be returned to its original place.

Z. Trash Disposal

- i) To reduce the presence of insects, rodents, and animals, trash or trash containers may not be stored outside the assigned room, breezeway, or hallway for any length of time.
- ii) If trash is discovered, each resident of the particular apartment will be fined \$25 for each occurrence.
- iii) If trashcans in hallways are full, Residents must take trash to the large gray trashcans located near residence halls. If trash is discovered and no Resident takes ownership, all Residents of that particular apartment level will be charged.

AA. University ID Card

- i. Your University ID Card is the property of the University and is to be presented upon request of any University official.
- ii. This card is your official identification, which should be carried at all times. Failure to present your identification card to a University official upon request is a violation of University policy.
- iii. No one may carry, hold, or be in possession of another student's identification card.

AB. Township Apartments Swimming Pool

- iv. The pool at the Township Apartments is open to Residents during the designated posted times. All swimmers must be wearing swimwear. There are no lifeguards on duty. Residents swim at their own risk. Additional rules may be posted in this area.
- v. **Township Apartments Pool Hours:** Monday through Sunday, 10:00 AM–9:00 PM. Residence Life has the right to close the pool and will post notice if pool is closed.
- vi. **Grilling at the Township Apartments Pool Complex:** The grill will be open for use between the hours of 10:00 AM - 9:00 PM but only with the grill provided by the Office of Residence Life and Housing.
- vii. Pool Guidelines:
 1. Smoking is not permitted anywhere in Township Apartments, including but not limited to pool areas, parking lots, and outdoor areas.
 2. No diving, horseplay, running, or overly loud noise of any kind is allowed in the pool area.
 3. No children are permitted in the pool at any time.
 4. Glass is NOT permitted in the pool area; only plastic or metal containers are allowed.
 5. Pool furniture must always remain in the pool area.
 6. Alcohol is NOT permitted at any time in the pool or common pool areas.
 7. Pets are NOT permitted in the pool or common pool areas.
 8. Courtesy hours apply to the pool area.
 9. Township guest policies also apply for pool common spaces.

10. Residents are responsible for their guests' behavior.
11. Residents and guests should vacate the pool area during thunder and/or lightning storms.
- viii. Residents and guests must respect the rights of others using the pool and the pool common spaces.
- ix. Any Residents or guests found swimming in the pool outside the regulated times will be subject to the student disciplinary process at the discretion of Office of Student Advocacy and Accountability.
- x. Residents and guests should take precautions based on their own swimming level and try not to swim alone.
- xi. The University is NOT responsible for loss of property or accidents while using the pool.

Safety and Security

A. Residence Halls

For the safety and protection of Residents and their belongings, Residents should ALWAYS lock their doors whether in or out of their assigned room. Any theft should be reported to UIW Police immediately, and then to the Resident's RA. Inquiries about lost articles in the residence halls should be made to the residence hall staff. Found articles should be turned over to the UIW Police.

Exterior doors of all residence halls are locked 24 hours a day for security purposes. Residents may not prop open any door. Residents must carry their UIW identification card with them whenever they leave the hall. Residents play a significant role in ensuring building safety. Residents are responsible for abiding by all residence hall policies.

Access to each residence hall is limited to designated entrances. All other doors are alarmed and only to be used for emergency exit. Any tampering with these doors will result in a \$25 -\$100 fine for responsible parties.

B. Room Access

Residence Life will only open a door to the verified Resident of the assigned room. Residence Life cannot open a door for an individual who is not a Resident of that assigned room. This policy is to ensure the security and privacy of the Residents in the assigned room.

C. Lockouts

Each Resident is expected to carry his/her key at all times. A Resident who is locked out of his/her assigned room during normal office hours should contact Residence Life in the Student Engagement Center. A Residence Life team member will assist with the lock out. The Resident should be prepared to show their identification card to the Residence Life team member to verify their identity and to produce their key when they are let into their assigned room.

If the Resident is locked out after hours, he/she should contact the RA on duty who will let him/her into his/her assigned room. Residents who are locked out of their room should be prepared to show their identification card to the RA to verify their identity and to produce their room key when they are let into their room.

Students receive two free lockouts per semester. Any additional lockouts after the second lockout will result in a \$15 fee to be charged to the student's account.

D. Lost or Stolen Keys

A Resident whose key(s) is/are lost, stolen or misplaced will be held responsible for the cost of lock and key replacement. The charge for lock replacement in Clement, Hillside, Joeris, Sky View, and St. Joseph's is \$25 per lock. For Agnese/Sosa, Avoca, ICC2 (McCombs Building), Township and Watson Lofts, a \$40 replacement charge will be assessed for entry doors and \$25 for room doors.

Should the key be broken, a replacement key will be provided when the broken key is returned. If you believe your keys have been stolen, contact UIW Police at (210) 829-6030 to fill out a police report.

E. Severe Weather

Local radio and television stations announce tornado or severe weather watches when the weather conditions are right for a tornado or severe weather. Warnings are when tornadoes have been sighted or storms are taking place. You should follow these procedures when storm alerts are issued:

- Stand clear of windows, exterior walls and doors.
- Move to an interior space (i.e., bathrooms, closets, hallway, etc.).
- Avoid standing near areas with glass.
- If you are unable to move to an interior space, get under something sturdy if possible (i.e. sturdy tables, desks, etc.).
- If time permits, go to the lowest possible floor and stay with a friend.
- Call 9-911 on a campus phone or 911 on your cellular phone if emergency help is needed.

F. Fire Safety Equipment

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in University buildings as a safeguard for lives and property. The rendering of a false alarm is prohibited by University regulations and Texas law. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems, and other equipment is punishable by fines up to \$1000 and/or additional disciplinary action up to, and including, expulsion from the University. Due to the seriousness of tampering with fire safety equipment and any items previously mentioned, any infraction will result in an automatic fine of \$100. (Tampering with fire safety equipment also includes removing batteries from smoke detectors.)

G. Fire Drills

All Residents and visitors are required by state law to evacuate the building during emergencies, fire drills, and any other time that the fire alarms sound. Failure to do so is grounds for disciplinary action, to include a \$25 fine and/or community service. Repeated offenses for failing to evacuate may result in double fines and greater sanctions.

Fines

- i) The following list includes possible fines due to room damage or conduct issues. This list is not exhaustive and should only serve as a guide of possibly charges/outcomes:

Item	Charge
Door, Room Door	\$400
Door, Closet Door	\$100
Door, Bathroom Door	\$100
Room Flooring	\$15 per tile
Ceiling Tile	\$15
Walls	\$25 repair, \$100 repaint
Windows	\$50-\$300 to replace
Blinds	\$100 per blind
Light Fixture	\$25 per fixture
Bathroom Mirror	\$25
Sink/Faucet	\$150 to replace
Cabinet	\$50 to replace
Toilet	\$150 to replace
Shower/tub	\$150 to replace
Towel Bar	\$15 to replace
Light Switch/Plate Covers	\$10 per cover
Smoke detector	\$80
Thermostat	\$125
Living Room Sofa	\$600
Desk/Dresser	\$250 replace, \$100 to repair, \$50 per drawer
Mattress	\$150 to replace
Bed frame	\$75 each
Bed Spring	\$125 each
Shelving	\$40 per shelf
Dining Room Table	\$250 to replace
Dining room chairs	\$25 per chair
Desk Chair	\$25 per chair
Stove/oven	\$500
Refrigerator	\$700
Dishwasher	\$400

The fines below represent the possible fines/fees due to Resident conduct. This list is not exhaustive but is to serve as a guide. Continued /repeated violations have escalating costs and sanctions.

2 nd health & safety check failure	\$100
Abandoned Items	\$25-\$100 Disposal Fee
Alteration of the premises	\$25-\$100
Cohabitation	\$25- \$250/day
Damaged/missing window screens	\$50
Display of alcohol containers	\$25
Failure to evacuate for fire drill	\$25
Failure to restore proper room arrangement	\$25
Fighting	\$50
Gambling	\$25 + \$50 per subsequent violation
Group billings for halls charged	\$10 minimum per resident
Improper check in/out	\$25
Improper/unauthorized movement of University furniture	\$50
Improper use of Laundry Facility	\$25
Lockout Fees (3 rd or more lock out)	\$15
Lofts	\$25
Lost key	\$25-\$40, maximum \$65
Missed mandatory meeting	\$10
Misuse of emergency bell/fire safety equipment	\$50 minimum
Noise violation	\$25
Obstruction/vandalism of windows	\$25
Pets	\$75 + \$100 per subsequent violation
Possession of a bar (alcohol)	\$50
Possession of Candles, Incense Firearms, Firecrackers, Flammable Items, Other Weapons	\$25 + \$50 per subsequent violation
Possession of prohibited items	\$25
Projectiles	\$50
Smoking in residence hall rooms/apartments	\$50 + \$100 per subsequent violation
Tampering, propping or rigging doors	\$50 + \$100 per subsequent violation
Trash stored outside of residence	\$25
Un-authorized room change	\$75
Un-authorized solicitation	\$25-\$200
Underage possession of Alcohol containers	\$25
Vandalism	\$50-restitution
Violation of hallway decorum	\$25
Violation of roof policy	\$25