

Housing & Residential Life Policies & Disciplinary Procedures 2023 – 2024

Housing & Residence Life seeks to serve the University's educational objectives by offering facilities that provide a setting in which individual education is supported. The rules and regulations of Housing & Residence Life aim to discourage conduct that would disturb or endanger others and promote an environment within which residents can work effectively and live amicably. These limits help to ensure that all residents are protected from behavior which creates excessive noise, endangers, or disturbs other residents, or invites the intrusion of public authorities into the House system.

Violations of the following rules and regulations will be addressed by Housing & Residence Life staff. Residents are subject to disciplinary action including verbal warnings, formal written warnings. Residents may also be referred to other University disciplinary systems. Serious or repeated violations of these rules and regulations may result in housing probation and/or removal from their House or housing altogether.

Basic Rights and Responsibilities

The basic rights and responsibilities of on-campus residents include:

1. Each resident has the right to the use of their room, subject to the terms of their housing contract. Each resident has the right to host visitors who abide by Visitor and Overnight Guest Procedures and Housing & Residence Life rules and regulations. Residents are responsible for the conduct of guests they bring into the residence halls. A resident may not entertain a guest in a room over the objections of a roommate. Visitors may not take up occupancy in a room.
2. Residents may gather in student rooms to study and socialize but may not have more than double the designated capacity of the room type plus one. (Example: a double occupancy room may have no more than 5 persons present at any time). All small gatherings must abide by all other University and Housing & Residence Life policies (noise, alcohol, visitation, etc.).
3. No resident shall use their room, or any space within the residence hall, in connection with the operation of a private enterprise or for personal financial gain. Residents are not permitted to run a business, including those conducted online, from their residence hall.
4. Each resident shall respect their fellow residents' interest in peace, quiet, and public order, and their need for adequate conditions for study and sleep. Each resident has a responsibility to respect the rights of their fellow residents. Additionally, residents are responsible for working to constructively address violations of this right.
5. Each resident has a right to representation, if not actual participation, in the creation of regulations by residents in the House, subject to reasonable procedures for enactment and amendment. Implicit in this is the right to adequate enforcement of the House rules.

Rules and Regulations

Civility

We expect every person who lives in the residence halls to foster an environment of respect, openness and understanding so that we can explore and discuss different – and sometimes divergent -- views.

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- A. In the Houses, civility extends beyond the community spaces and lounges to the registered House social media sites that effectively extend community interactions into cyberspace.
- B. Residents are expected to follow the direction of their Resident Heads and Resident Assistants when this policy is compromised, and of university officials like Assistant Directors of Residence Life, and College or University Deans, should they be summoned to discuss these matters and their consequences in more detail.

Noise

At no time may a resident create excessive noise that disturbs other residents.

- A. After 11:00 PM on weeknights and 1:00 AM on weekends, and lasting until 8:00 AM, residents must contain noise in their rooms and in the public areas of the Houses at levels which will not prevent other residents from studying or sleeping. Exceptions to these limits may occasionally be made on weekends for formal Resident Dean events, or House events (which have the prior approval of the House Council and the Resident Heads).
- B. Residents may not practice or play musical instruments, electronic or acoustic, in their rooms but must use designated music practice rooms for those activities.
- C. During finals weeks, all residents are expected to comply with 24-hour quiet hours.

Threats and Harassment

The residence halls are intended to be communities where the individuality of all residents and their rights to make personal choices are respected, so long as those choices do not interfere with the rights of others. In the protection of these rights and responsibilities, residents may not engage in threatening or harassing conduct that is directed against other residents, guests, or members of the Housing & Residence Life staff. Any form of threatening or harassing conduct will be considered grounds for serious disciplinary action by Housing & Residence Life and may also be referred to other University disciplinary systems. Residents must also respect the personal property and assigned space of other members who live in the Houses.

Dangerous Acts

Residents may not engage in activities which threaten the safety of themselves or others. A list of actions that are considered dangerous could never be exhaustive; however, the following is a partial list of prohibited activities:

- Possessing or using fireworks, tasers, firearms, other explosives, or weapons. For additional information regarding weapons, see the [University's Policy on Firearms, Other Lethal Weapons, Fireworks and Dangerous Objects and Materials](#)
- Setting off false fire alarms, tampering with fire extinguishers, fire sprinklers, or other life safety equipment
- Playing with fire or incendiary materials in any manner, regardless of whether any damage or injury occurs to person or property Tampering with elevators
- Physically attacking or threatening physical attack of any person including residents or visitors to the residence halls
- Going out onto or accessing any roof or roofing structure of any residence hall, dining commons or fire escape (if fire alarm is not actively sounding)

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- Going onto any window ledge, or staircase railing, of any portion of any residence hall or dining commons.
- Climbing on scaffolding, construction equipment, or any other structures associated with a building improvement or construction project.
- Throwing objects from the windows or internal/external stairs of the residence halls, regardless of size, weight, shape of such objects and their potential for harm
- Obstructing the use of any residence hall door by tampering with locks, blocking doorways (even temporarily) or otherwise preventing free access or egress.

Candles/Incense

Candles, and incense are not permitted in any student room. The only exception for any candle in a common space is for special use for religious purposes, and one (1) designated area in a common space has been chosen in each residence hall where candles may be displayed during religious observances only. Residents or staff must remain until the candles have burned out to ensure the safety of property and the building. The following designated spaces are the only spaces that may be used for this religious observance purpose:

<u>Hall</u>	<u>Designated Common Space</u>
Burton Judson	Judson Library
Campus North	Recreation Room 233
International House	Home Room
Max Palevsky	Max Palevsky Central Commons
Renee Granville-Grossman	Resident Dean East & West Common Rooms
Snell-Hitchcock	Green Room
Woodlawn	Resident Dean East & West Common Rooms

Alcohol in the Residence Halls

Persons under the age of 21 are prohibited from consumption, possession, or sale of alcohol.

- A. The use or storage of alcoholic beverages is not permitted in the common areas of the Houses or residence hall.
- B. Kegs, and binge-drinking paraphernalia of any kind, are not permitted in the residence halls regardless of age.
- C. Displaying alcohol paraphernalia is permitted anywhere within the residential community.
- D. Games of chance, drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited.
- E. The use of University funds to purchase alcohol for persons under the age of 21 is prohibited. Members of the HRL staff are discouraged from purchasing alcoholic beverages or serve alcohol to any student regardless of age.

Illegal Drugs

The possession, possession with intent to deliver, manufacture, purchase, sale, distribution, or use of illegal drugs or controlled substances is prohibited, including marijuana.

- A. Prescription drugs may only be taken by patients for the intended use and in the prescribed manner as directed by their physician.
- B. Possession of drug-related paraphernalia is prohibited.
- C. For more detailed information about the University's drug and alcohol policies, federal and state statutes with respect to illicit drug trafficking and possession, and state statutes regarding marijuana use and alcohol use by minors, please consult the [University's Annual Security and Fire Safety Report](#).

Private Parties in the Residence Halls

No parties are permitted in the residence halls.

Smoking

The State of Illinois prohibits smoking in university housing facilities. In addition, the City of Chicago Clean Indoor Air Ordinance prohibits smoking within fifteen feet of the entrance to any building. As such, smoking of any substance is forbidden in the residence halls, including student rooms, lounges, stairwells, lobbies, corridors and courtyards and dining commons. This includes the use of pipes, vapes, e-cigarettes and their variants.

Guest & Overnight Guest Procedures

Guest Access During Academic Break Periods: Residence halls will allow guests during academic break periods, including Thanksgiving, winter (if a host is approved for winter break housing) and spring breaks.

- **Definition:** A guest is anyone without a housing contract for the assigned space.
- **Approval and Restrictions:** Guests must seek approval from their resident host and adhere to a maximum stay of three consecutive nights. On-campus residents may host a maximum of two guests at a time.
- **Hosting Steps:**
 - Hosts must meet their guests at the front desk for check-in.
 - Non-UChicago guests must present a valid photo ID.
 - **Identification Requirements:** Acceptable forms of identification include government-issued ID, school ID, and digital government ID shown via the issuing agency's mobile app. Static photos or paper copies of ID are not accepted. All guests must always remain with their host.
 - Hosts must pre-register all guests via the myHousing portal.
 - Guests must check out at the front desk before departing the residence hall.
- **Host Responsibilities:** Hosts are responsible for informing their guests of UChicago policies and ensuring compliance. Guests who violate policies will be removed, and student hosts may face disciplinary action.

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Minor Guest Policy:

- **Minors (17 and under):** Must always be with their host and bring a photo ID. A signed "Minor Parental Overnight Stay Waiver" is required for overnight stays and must be completed 3 business days before the stay. Children under 12 must be supervised and cannot stay overnight.

Room Capacity: Residents can gather in student rooms for studying or socializing but cannot exceed double the designated capacity of the room type plus one (e.g., a double occupancy room must not have more than 5 persons present).

Overnight Guests: Overnight guests are individuals who do not have a permanent housing contract and cannot sleep in other assignments or public/common areas within the community. It is prohibited for guests to stay overnight in non-designated areas.

Extension Requests: Residents may request permission to extend a guest's stay beyond three consecutive nights within a seven-day period. Requests must be submitted to the Assistant Director of Residence Life or Community Director of the host's specific residence hall via email 48 business hours before the requested visitation period is to begin.

Violations: Residents who violate these procedures will be addressed by Housing & Residence Life staff and may face disciplinary actions, including verbal warnings, written warnings (housing probation), suspension of guest privileges, or removal from housing.

Pets

Residents may not keep pets in the residence halls. This prohibition is imposed for reasons of cleanliness, health problems, and noise. Exceptions are made for fish in a small aquarium (less than 10 gallons). The only other pets permitted in the residence halls are those belonging professional live-in staff.

For more information on student use of service and assistance animals on-campus, see the Student Disability Services [Animal Policy](#).

Door-to-Door Solicitation

Door-to-door solicitation in the residence halls is prohibited. This includes but is not limited to distribution of information, electioneering or campaigning, solicitation of funds, or sales of products or services by residents or non-residents. Activity related to hall-sponsored events such as signing up for House trips or Resident Dean's events, or House fundraisers are permitted if conducted by residents or Housing & Residence Life staff.

Posting

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved for a [Recognized Student Organization \(RSO\)](#).

Each House has at least one bulletin board that is reserved for the Housing & Residence Life staff. Postings may not be placed inside stairwells, inside elevators, on elevator doors, or on external (corridor) facing student room doors unless approved by the residents of that room. A posting will not

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be restricted unless it violates the law, defames a specific individual, constitutes a genuine threat or harassment, invades the substantial privacy or confidentiality interests of others, or is otherwise directly incompatible with the functioning of the University. Postings may neither advertise, nor refer to the availability of alcohol at any event.

Prohibited Items

A list of items prohibited in residence halls can be found [here](#).

Gambling

Gambling is not permitted in the residence halls

Enforcement of Rules and Regulations

Residents should strive to resolve conflicts and disputes that arise with each other, applying principles of mutual understanding and agreement on the values of their residential community. Thus, initial responsibility for settling disputes rests with individual residents and elected House Councils and residents are expected to attempt to resolve problems whenever possible before turning to the Housing & Residence Life staff. When these efforts are unsuccessful, the Resident Heads and Resident Assistants, as University representatives living in the residence halls, will strive to protect the rights of all residents by advising and assisting individual residents and House Councils (advised by RHs). When problems cannot be settled in this manner, the Housing & Residence Life staff will enforce rules and regulations and take disciplinary action as appropriate. Residents are required to follow their directives.

If a resident believes that a member of the Housing & Residence Life staff is acting improperly, the resident should:

- Follow the directives of the Housing & Residence Life staff member.
- Respectfully inform the staff member that they believe the staff member is acting improperly.
- Submit their concerns with the staff member's conduct to Housing & Residence Life via email.

Disciplinary Procedures

Housing & Residence Life staff strive to initially address issues at the lowest possible level, and to take formal disciplinary action only when deemed necessary. Official responses will be governed by the nature of the dispute or infraction. Initial action may begin at a higher level for serious offenses and/or violation of safety rules. Meetings regarding any student conduct concern may take place in-person or virtually. Parents or legal guardians may be contacted if a student endangers the well-being of the community or themselves.

Residents who have been involved in an incident, dispute or alleged policy violation may be required to meet privately with one (or more) Housing & Residence Life staff member (or a Campus and Student Life designee). There are instances where a student's Resident Head(s) may be asked to attend. During an initial meeting with Housing & Residence Life staff (or designee), the student will be provided information about Housing & Residence Life's disciplinary process and the timeline for resolving an issue or alleged violation of policy. The purpose of the meeting(s) is to:

- Verify details in written reports, and offer the student an opportunity to explain what happened
- Explain the disciplinary process to the student.
- Counsel the student regarding their conduct and the impact their conduct has had on the student's community.
- Discuss with the student corrective action being taken, and/or referrals to resources for the student.

Housing & Residence Life staff (or designee) will ask the student to explain the incident in question and their role in their own words. Residents who are alleged to have violated a policy may be asked to submit a written statement detailing the incident that occurred. The student should include all germane facts known at the time and provide all available supporting materials. The student may also suggest other witnesses however Housing & Residence Life staff (or designee) will not meet with witnesses whose sole purpose is to provide character information about either party. Generally, the Housing & Residence Life staff member (or designee) will meet with the residents involved and will review the information provided to determine whether a policy violation has occurred. Based on the

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review of the information received, the Housing & Residence Life staff member (or designee) has the discretion and authority to determine whether a policy violation has occurred, and if so, what disciplinary sanction(s) and/or referrals to resources will be provided to the student to correct the behavior. After the meeting(s) with a student have been concluded, an outcome letter will be provided to the student that outlines any determination being made, and if applicable, any sanctions or resources being provided.

Support Persons

Residents may bring a person of their choice to any disciplinary-related meetings. The support person may confer quietly with the student during the meeting and offer advice and other support during breaks. The support person may also assist with the review and preparation of materials, although authorship of statements must be the residents' alone. Support persons may not speak for the student during the meeting and are not allowed to direct questions to Housing & Residence Life staff (or a Campus and Student Life designee). If a support person violates the limitations regarding their role or engages in behavior or advocacy that harasses, abuses, or intimidates a witness, or an individual resolving the complaint, or Housing & Residence Life staff, the support person may be required to leave the meeting. Residents are required to inform Housing & Residence Life staff in advance (via email) if a support person will be attending a meeting with them.

Disciplinary Sanctions

Housing & Residence Life disciplinary sanctions may include:

- Verbal warning from Resident Head or Resident Assistant: The student is told why particular conduct is problematic and what must be done by the student to correct the problem. No records of verbal warnings are kept outside of the House.
- Housing probation: Housing probation is a formal, written warning that a student's conduct is unacceptable and must change. Housing probation is imposed because the student's conduct is serious or because the student ignored a previous verbal warning. Housing probation can be imposed by a Resident Head but more often may be initiated by an Assistant Director of Residence Life (or Campus and Student Life designee). Housing probation is imposed for a specific period, either for the remainder of the academic year or for more serious violations up to the remainder of one's time as a resident in on campus housing. If after being placed on housing probation, the student violates housing rules and regulations or engages in disruptive activity in the Houses, the student is usually required to move within the Houses or to leave housing altogether.
- Visiting restriction: Residents may be restricted from visiting specific Houses, halls, or dining commons because of their conduct. Off-campus residents or non-residents may also be restricted or "banned" from visiting specific Houses, halls, or dining commons for failure to follow rules and regulations. Residents who violate a visiting restriction will likely face further disciplinary action, including the possibility of a referral to the College for further discipline.
- Moves within or removal from housing: Residents who engage in serious or repeated violations of housing rules and regulations, or who violate the terms of housing probation will be required to move to another House or to leave housing altogether. The decision will generally be made by one of the Assistant Directors of Housing & Residence Life, sometimes including the recommendation of the Resident Heads. A resident who is required to leave a House or housing altogether is prohibited to visit that House or any part of housing for a specific period and is also prohibited from returning to that House or to housing as a resident for a specific period. When a resident is required to leave housing, the Professional Residence Life Staff

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Member of the community will be notified by the Central Housing & Residence Life Office of the action. If the resident is required to leave housing and is a first or second year in the College, the Dean of Residents in the College determines whether the residency requirement will be waived. Parents or legal guardians of the student may be notified of the action where applicable.

- Area or University-wide disciplinary systems: The Executive Director of Housing & Residence Life can recommend to the Dean of Residents in a particular academic area that a student be referred to the applicable College, division, or school disciplinary system. The Executive Director of Housing & Residence Life can also recommend to the Associate Dean of Residents in the University for Disciplinary Affairs that a student be referred to the University-wide Disciplinary System or the University Disciplinary System for Disruptive Conduct. If the area Dean of Residents or Associate Dean of Residents in the University for Disciplinary Affairs accepts the Executive Director's recommendation, the student may be required to appear before the appropriate disciplinary committee. These committees have the authority to suspend or expel a student from the University.

Review (Appeals) Process

Moves within housing: A student who is required to move within Housing for disciplinary reasons may request a review of the decision by **the Housing Disciplinary Review Committee**. A student who seeks a review of a disciplinary decision must within 48 hours of the decision, submit a written (email) request and any supporting material to the Executive Director of Housing & Residence Life. Upon request, the student may be granted an additional 48 hours to prepare this material.

The only legitimate grounds for seeking a review are: (1) that prescribed procedures were not followed, and (2) that new and material information unavailable during the initial disciplinary meeting bears significantly in the student's favor. The Executive Director of Housing & Residence Life will evaluate the request for review to determine whether it meets the above-stated criteria for convening the Disciplinary Review Committee. Sanctions may be effective immediately and may not be postponed while the review process is pending.

If the grounds for review are not met, the disciplinary decision stands and is not subject to further review. If the grounds for review are met, then the Housing Disciplinary Review Committee will be convened as soon as possible. This committee consists of three residents selected randomly from a larger list of residents appointed to the committee, and two Resident Heads selected randomly from a larger list appointed by the Director of Residence Life (or a designee). All members of the review committee must maintain independent judgment and an open mind about the decision under review. No member of the sitting review committee will be from the student's House.

At the review meeting, an Assistant Director of Residence Life (or a designee) and the student, are given the opportunity to present their cases and to rebut the other's presentation. A majority of three votes in the committee is required to sustain, modify, or overturn the original decision. The decision of the Housing Disciplinary Review Committee is final and binding on both the student and Housing & Residence Life.

b. Removal from housing: A student who is required by Housing & Residence Life staff to leave housing for disciplinary reasons may request a review of the decision by the Associate Vice President for Campus Life and the student's Dean of Residents (or their designees).

The only legitimate grounds for review of a decision are: (1) that prescribed procedures were not followed, and (2) that new and material information unavailable during the initial disciplinary meeting bears significantly in the student's favor.

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A student who seeks a review must, within 48 hours of the decision, submit a written (email) request and any supporting material to the Associate Vice President for Campus Life and appropriate area Dean of Residents with a copy to the Executive Director of Housing & Residence Life. Upon request to the Associate Vice President for Campus Life and area Dean of Residents, the student may be granted an additional 48 hours to prepare those materials.

The Associate Vice President for Campus Life and the student's Dean of Residents (or their designees) will meet as soon as possible after the student files for a review. As part of their review, the Associate Vice President for Campus Life or the student's Dean of Residents (or their designees) will evaluate the request for review to determine whether it meets the above-stated criteria. If the request meets the criteria, the Associate Vice President for Campus Life and the student's Dean of Residents (or their designees) will begin the review immediately.

In determining an outcome, the Associate Vice President for Campus Life and the student's Dean of Residents (or their designees) does not conduct a new disciplinary proceeding and normally does not interview witnesses or seek additional information from the student seeking review or witnesses, although they have the authority to do so and may seek additional information regarding the proceeding from Housing & Residence Life or of the unit in which the matter originated. The decision of the Associate Vice President for Campus Life and the student's Dean of Residents (or their designees) is final and binding on both the student and Housing & Residence Life.

Questions about information contained within this document may be answered by contacting one of the Assistant Directors of Residence Life or emailing Housing & Residence Life.