

Indiana University-Purdue
University Indianapolis

RESIDENTIAL HANDBOOK

Published by the
Office of Housing and Residence Life
Revised June 2011

*Indiana University-Purdue University Indianapolis
reserves for itself and its departments the right to supplement,
withdraw, or change this handbook.*

WELCOME TO HOUSING AND RESIDENCE LIFE AT IUPUI

Greetings!

On behalf of the Office of Housing and Residence Life, I would like to welcome you to campus living at Indiana University-Purdue University Indianapolis (IUPUI). The Housing and Residence Life staff hopes that you will consider IUPUI your home away from home. The Office of Housing and Residence Life staff is committed to your development, providing excellent customer service, and providing each resident with the necessary tools to be successful in an ever changing and diverse society. As we embark on a new year, I challenge each resident to play an active role in their community through participation in campus and housing programs and activities.

Living in campus housing, you will find that we are “more than just a place to live!” We provide facilities, programs, and services that will assist you in achieving your academic goals. Programs are sponsored by our student leaders; L.Y.F.E. Leaders, Social Justice Advocates, Resident Assistants and Hall Governments. I encourage you to get involved in your community, participate in the various residential programs and become involved in your residential council to make a difference in your living community. We offer over 150 student leader positions within Housing and Residence Life, so there is something for you!

This handbook is filled with important information regarding campus housing. You will note the “Quick Reference to Campus Living” section at the front of this handbook. This has been designed to provide some basic information that you will need to get started here at IUPUI.

Please become familiar with the policies and procedures outlined within this publication. Your understanding and respect for these issues are critical to your success as a campus housing resident.

If you have any questions, the entire Housing and Residence Life staff is eager to respond to your needs. Please let us know what we can do to assist you!

Aaron J. Hart, Ed.D.,
Director of Housing and Residence Life

MISSION STATEMENT

Indiana University-Purdue University Indianapolis
Office of Housing and Residence Life
Mission Statement

The Office of Housing and Residence Life supports the academic mission of IUPUI by creating on-campus living communities that foster growth, educational success, social responsibility, cultural understanding and leadership while ensuring that our facilities are secure and convenient for residents.

Office of Housing and Residence Life

415 Porto Alegre St., Room 150
Indianapolis, Indiana 46202
317-274-7200
reslife@iupui.edu

Ball Residence Community Office

1226 W. Michigan Street, Room 105
Indianapolis, Indiana 46202
317-274-7457

Campus Apartments Community Office

405 Porto Alegre St., Suite 170
Indianapolis, Indiana 46202
317-274-5489

Park Place Community Office

1150 White River Parkway W. Drive, Room 1212
Indianapolis, Indiana 46225
317-829-1200

www.housing.iupui.edu

QUICK REFERENCE TO CAMPUS LIVING

Communications

Official University communications will be sent to students' official University e-mail address. The University reserves the right to send official communications to you by e-mail with the full expectation that you will receive e-mail and read these e-mails in a timely fashion. As a student, you are expected to check your e-mail on a frequent and consistent basis in order to stay current with University-related communications. NOTE: If you choose to have your e-mail forwarded from your official University e-mail address to another address, you do so at your own risk.

Transportation

IUPUI Campus Shuttle

The campus shuttle operates Monday-Friday from approximately 6:30 a.m. - 10:00 p.m. The shuttle travels throughout the campus including Park Place on regular routes and is free for residential students, as well as campus guests and visitors. Check out the shuttle routes and schedule online at www.parking.iupui.edu.

Parking @ IUPUI

As a resident of Campus Housing, you are eligible for a CH (Campus Housing) or PP (Park Place) parking permit for the designated spaces around Campus Housing. To purchase a parking permit, please visit the parking services office www.parking.iupui.edu

JagTag & Campus Housing

Your JagTag is used to access your building, vending machines, purchase items from The Corner, and to verify identification by student and/or professional staff! Visit www.jagtag.iupui.edu for more details regarding your JagTag! Residents are responsible for their own ID cards and may not lend them to anyone for any reason.

Your first Jagtag is free. Residential students must carry their Jagtags with them at all times. There is a replacement fee for lost or stolen cards. To replace a lost or stolen card contact Card Services at 317.274.5177 or www.jagtag.iupui.edu. Students should not allow non-residents to gain access into the residential facilities. The propping of doors is prohibited.

Tobacco Free IUPUI

IUPUI Campus and Campus Housing are Tobacco Free environments. For additional information regarding the Tobacco Free initiative @ IUPUI or for cessation resources, please visit www.iupui.edu/~nosmoke/policies/.

Break Period Information: Fall, Winter, & Spring

Ball Hall:

Fall Break - Open

Winter Break - CLOSED

Ball Residence Hall closes during winter break beginning at 12:00pm, December 20, 2011 and reopens at 8:00am, January 7, 2012. During this period, Ball Hall residents will be required to vacate and will not have access to their room, however they will retain the key and leave their belongings in their room during this period.

Spring Break - Open

Campus Apartments, Townhomes & Park Place:



Open for Fall, Winter (complete the break registration form), & Spring Break. Residents will have access throughout the entire break.

Break Registration

For safety and security reasons residents are required to register with The Office of Housing and Residence Life. For winter break registration should be completed by using the online Break Housing Registration Form. Failure to register by the specified deadline will result in a \$50 fine. Please note that the lockout fee increases to \$50.00 during this time period.

Calendars - Happenings at IUPUI

<http://events.iupui.edu/calendars/>

WHAT DO I DO?!?

Power out? Toilet Clogged? Other maintenance items?

Visit <http://life.iupui.edu/housing/forms/workorder.html> to submit a work order. For details on what is considered an emergency maintenance item contact your front desk or the RA on Duty.

My Telephone/Internet isn't working!

Ball Hall or Campus Apartments - Contact University IT Services (UITS) at ithelp@iu.edu or 317.274.4357

Townhomes - Contact AT&T Customer Support @ 1.877.722.3755

Park Place-Front Desk @ 317.829.1200

Roommate Issues & Personal Conflicts with other Residents

When you feel a roommate concern or concern with another resident needs to be addressed, please first contact your Resident Assistant. You can also ask for help from your Residence Hall Director (Ball Hall and Park Place) or your Graduate Hall Director (Campus Apartments) by visiting your Community Office. All residents who live together will complete a roommate agreement. If the roommate agreement does not address conflicts, residents may be asked to complete a more formal Roommate Contract.



Once a roommate contract is completed, any roommate violating the agreement may be required to transfer to a different room. Failure to constructively participate in the process may result in a room change and fines.

I want to live here next year! Do I need to reapply?

No, you will receive an opportunity to request housing for the following summer and academic year in the Spring. These intent forms are time sensitive and will be sent sometime around Spring Break. Please keep a close eye on your University email for additional details.

EMERGENCY NUMBERS

IUPUI POLICE DEPT 317-274-7911

For assistance after hours, please contact the RA on duty for your community listed below:

RA on Duty (5p-8a M-F and All Weekend)

Ball Residence Phone #: 317-414-9383

Campus Apartments & Townhomes Phone #: 317-414-9825

Phone #: 317-414-2357

Park Place Apartments Phone #: 317-414-9929

EMERGENCY PROCEDURES

Fires and Fire Alarms

You should evacuate the building any time the fire alarm sounds. Familiarize yourself with the fire safety instructions affixed to the back of your door (All Communities) or over the unit's fire extinguisher (Apartments Only). In case of fire, activate the building fire alarm and exit the building.

Tornado and Storm Procedures

Tornadoes can occur any time during the year. The approach of severe weather may be announced by the Civil Defense Emergency siren, radio and television bulletins or by the Residence Life Staff. A TORNADO WATCH means tornado conditions exist in the area, and there is a possibility that one will develop. A TORNADO WARNING means a tornado has been sighted in the area, and you should take cover immediately.

In case of an approaching tornado, you should observe the following procedures:

1. Move to the lowest floor that can be reached before high winds or a tornado strike.
2. Sit in a central hallway; cover your face with folded arms.
3. Stay away from windows and doors.
4. If outdoors, move away from the tornado's path at a right angle or, if there is not time to escape, lie flat in the nearest depression, such as a ditch or ravine.
5. Listen to your RA or the RA on Duty as they will provide in the moment direction.

PERSONAL HEALTH AND SAFETY INFORMATION

Personal Safety

After dark, you should walk in well-lit areas with at least one other person, or if possible, in a group. In case of an emergency, there are “emergency phones” available in parking garages, outside areas, and hallways of some campus buildings. The outside campus phones are identified by yellow boxes and a distinctive blue light above them. These provide free access for people on campus to request any type of assistance.

Students may obtain an IUPUI safety escort to their car or another building on campus by calling (317) 274-SAFE (7233), 24 hours a day. If students run out of gas, have a dead battery or flat tire, they may call for assistance at the same number.

Protection of People and Property

You can assist in personal safety and protection of property by observing good safety practices.

1. Lock your door when you leave your room/apartment.
2. Lock your door even if someone is asleep in the room.
3. Never leave doors propped open for any reason.
4. Always identify visitors before you open the door.
5. Keep all items of value, such as money, wallets, purses and jewelry, in a secure, out of sight location.
6. Engrave valuable items with your name. Keep a record of all valuables, their description and serial numbers.
7. Never loan keys or ID to anyone.
8. Do not leave keys lying around in your room/apartment.
9. If your key is lost or stolen, report it to the Office of Housing and Residence Life immediately.
10. Report all thefts immediately to the IUPUI Police, your RA and/or the Office of Housing and Residence Life.
11. Report to the Office of Housing and Residence Life all doors, locks or windows needing repair.
12. Be suspicious of unknown persons loitering or checking doors in your living area. Note their description and call the IUPUI Police immediately.
13. Require identification and authorization from repair or maintenance personnel wishing to enter your room or apartment.

Student Property Insurance

The University and the Office of Housing and Residence Life do not accept responsibility for loss, theft or damage to property. It is strongly recommended that you obtain insurance coverage for your personal property. Homeowner's, personal property or renter's insurance may provide adequate coverage.

Health and Safety Inspections



To ensure the health and safety of all residents, health and safety inspections are completed on a monthly basis and residents are provided with at least 72 hours of advance notice. Resident Assistants or other authorized University personnel conduct these inspections and check for

general cleanliness, unauthorized appliances, presence of alcohol and missing and/or damaged furnishings. Residents in violation of University policies may be fined or sanctioned.

- a. Inspections of each apartment will be conducted by a Resident Assistant and/or professional housing staff member who will make a written evaluation. A copy of the evaluation will be left in the room/apartment.
- b. If conditions are found that are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours for a second inspection.
- c. If the same or similar condition(s) exist during the second inspection, the resident(s) will be assessed the fee for a cleaning service to clean your room/apartment.
- d. Repeated violations of health or safety standards may result in removal from University Housing.

Health and Wellness

If you are injured or become ill, you should visit Student Health Services, located on the main level of Coleman Hall, Suite 101. For updated hours and billing information, please visit www.health.iupui.edu/index.html or call (317) 274-8214.

ENVIRONMENTAL HEALTH AND SAFETY INFORMATION

IUPUI is committed to providing healthy living environments for all of our residents. Should a resident have concerns regarding the air or environmental quality of their unit, they should report these concerns to Housing and Residence Life. If evidence exists that there may be environmental issues, Housing and Residence Life may request that Environmental Health and Safety conduct an air and/or environmental quality test. If evidence does not warrant a test, but the resident still requests that a test be completed, the resident will be responsible for the costs associated with the test if the results do not indicate environmental quality issues.

Asbestos

OSHA Asbestos Standard Communication Hazard 29 CFR 1926.1101 (Sec K)

An asbestos inspection was performed at the Ball Residence Hall and Ball Annex Buildings from December 1997 to January 1998 by the IUPUI Environmental Health and Safety Department. The purpose of the inspection was to be in compliance with the OSHA Communication of Hazards referenced above.

Environmental Health and Safety's inspection encompassed all identifiable and accessible suspect asbestos containing material (ACM) throughout the Ball Residence Hall and Annex facility for purposes of determining location, friability, condition and where sampling was performed. A "friable" material is a material that when dry can be crushed, pulverized or reduced to a powder by hand pressure. The following materials were identified as friable or non friable ACM based on the inspection, sampling and analysis:

- Pipe insulation and fittings
- Floor tile and mastic
- Steam system pipe insulation and fittings
 - Fire rated doors
 - Roofing materials

The above listed materials are found in various rooms and corridors. Asbestos pipe insulation can be found in the rooms, above ceilings, behind walls and in pipe chases.

Recommendations

The condition of the material was determined at the time of the survey. ACM conditions are subject to change based on physical and natural deterioration. Contact the Building Coordinator if damaged ACM is found. The Asbestos Inspection Survey Report for Ball Residence Hall and Ball Annex is maintained at IUPUI Environmental Health and Safety and at the Office of Housing and Residence Life.

Lead-Based Paint

Pursuant to federal law (24 C.F.R. Part 35 and 40 C.F.R. Part 7450), beginning September 1996, the Office of Housing and Residence Life must disclose any known lead-based paint hazards when leasing non-exempt residential property built prior to 1978.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, leasers must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. For more information about lead-based paint, please visit <http://www.epa.gov/lead>.

Leasers Disclosure:

CAMPUS APARTMENTS:

Leaser has no knowledge of lead-based paint hazards in the housing.

TOWNHOMES: Leaser has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

BALL RESIDENCE HALL: Leaser has knowledge of lead-based paint and/or lead-based paint hazards in the housing.

Lead-based paint may exist, in limited quantities, in non-refurbished areas within Ball Residence Hall. For detailed information regarding the locations, please visit the Office of Housing and Residence Life.

Stormwater Notice

Stormwater runoff can accumulate pollutants such as oil and grease, chemicals, nutrients, metals, and bacteria as it travels and has the potential to carry contamination associated with construction activities, facilities maintenance, accidental spills and



illegal dumping to nearby streams and rivers. Heavy precipitation or snowmelt can also cause sewer overflows that may contaminate water sources with untreated human and industrial waste, toxic materials, and other debris. **Never dump trash or chemical products, including waste engine oil, into storm drains!** Many of the drains on campus lead directly to Fall Creek or White River.

Report any signs of improper chemical disposal or storm water discharges by calling (317)274-7911. Campus safety officials will respond and investigate your concerns.

CAMPUS LIVING AT IUPUI

The IUPUI Housing and Residence Life Program exists as an integral part of the educational program and academic support services of the institution. The Office of Housing and Residence Life, within the Division of Student Life, supports the academic mission of IUPUI by creating campus living communities that foster growth, educational success, social responsibility, cultural understanding and leadership while ensuring that our facilities are secure and convenient for residents.

University housing is available to IUPUI students regardless of gender, race, religion, sexual orientation, disability, national origin or ethnicity. Students have first priority for housing; however, any IUPUI faculty member, staff member or otherwise related University employee can request housing.

Educational, cultural, social and recreational programs are planned in all residential facilities and are a cooperative venture of the residence community and other university units. There is a concerted effort to integrate the living and learning processes.

MEET THE STAFF

The Housing and Residence Life staff team is always available to assist residents. There are 50 Residence Life staff members that live with you and can assist you at all hours of the day. See below for a brief description of their duties.

Area Coordinators (AC)

The Area Coordinator is a full-time university employee with a Masters Degree and at least two years of professional work experience. The AC's primary responsibility is the overall management of the Campus Apartments and Townhomes. The AC supervises the Graduate Hall Directors and Social Justice Advocates, advises student groups, plans and implements residence life programs, and oversees judicial proceedings for Housing and Residence Life infractions.

Residence Directors (RD's)

The RD is a full-time university employee with a Master's Degree that is responsible for the overall daily management of their community. They work in Ball Residence Hall and Park Place. RD's supervise Resident Assistants and Desk Assistants, adjudicate conduct cases, advise the Hall Council, and help implement the Residence Life program in their area.

Graduate Hall Directors (GHD)

Graduate Hall Directors work in the Campus Apartments and Townhomes. The GHDs are responsible for supervising Resident Assistants, overseeing judicial proceedings for their area, advising their community's Hall Council, and planning and implementing residence life programming.

Resident Assistants (RA's)

Each building and/or floor in Campus Housing is assigned a RA. RAs are student leaders who have been selected for their leadership skills. Their major responsibilities include developing a relationship with each resident, connecting residents to one another and the campus, providing programs and events, and familiarizing students with University regulations.

Social Justice Advocates (SJA's)

SJA's work within the Mary Cable Social Justice Center to provide students living on campus with resources and programs to expand their

understanding of diversity issues. SJA's live in each of the three housing communities: Ball Residence Hall, the Campus Apartments on the Riverwalk, and Park Place. SJAs help students broaden their awareness and understanding of social justice issues, especially as it pertains to cultural, racial and ethnic diversity both locally and globally.

LYFE Leaders (LL)

LYFE Leaders serve as peer academic resource assistants for students living in Ball Residence Hall. They are committed to the academic and personal success of Ball Hall students and provide programming based on one of four elements of a freshmen's transition: Learning Skills, Your Future, Financial Literacy, and Extra-curricular opportunities. The LLs work in conjunction with multiple campus resources, such as the Bepko Learning Center and Academic and Career Development, to provide various learning series and workshops crucial to establishing successful habits in their first year of college.

Academic Advisor

The students at Ball Residence Hall have full access to on-site academic advising Monday through Wednesday via the LYFE office on the first floor, room 134. The advisor is available to help any residential student with issues regarding career/major guidance, change of major, adding/dropping courses, class selection/registration, resource referrals, and much more. The advisor serves as the supervisor to the LYFE Leaders and as the Academic Advisor in the Ball Hall Learning Community, Explore Indy.

Residence Hall Association (RHA)

RHA serves as the communication body between the three community Hall Councils. The RHA plans large scale programs, travels to conferences in the state, region, and nation, and helps represent the voice of the residents. Contact your RA to become involved.

Residence Hall Councils

Residence Hall Councils are the student government bodies for campus housing and they serve as liaisons between the residents and the Office of Housing and Residence Life. There are three hall councils at IUPUI: the Ball Residence Hall Council, Apartments on the Riverwalk Council (Campus Apartments Council) and the Park Place Council. All residents are eligible to run for an office and are encouraged to become involved with their appropriate organization. Elections are held in all three communities in late August and information will be provided by your RA.

MEET THE STAFF

RESIDENTIAL POLICIES & PROCEDURES

This section generalizes the policies and procedures followed by the Office of Housing and Residence Life at Indiana University-Purdue University Indianapolis. It is important that you are also aware of the specific regulations and information for your housing area.

Alcohol Policies

In addition to policies per the Code of Student Conduct, (Referenced in the IUPUI Student Rights, Responsibilities, and Conduct Section), the Office of Housing and Residence Life have specific guidelines for alcohol use in Campus Housing grounds and facilities.

In residential housing where any assigned resident is under the age of 21, alcohol containers or paraphernalia of any kind: closed, open, or empty - are prohibited (this includes beer can, shot glasses or liquor bottle collections, etc.). Community containers of alcohol (containers larger than a half gallon) are prohibited in any campus residence.

Alcohol may only be possessed or consumed in a residential apartment where ALL assigned residents and guests are 21 years or older and may not be possessed or consumed in a lounge, stairwell or other residential common area or in the presence of anyone under the age of 21.

Anti-Bullying & Intimidation Policy

The Department of Housing & Residence Life seeks to create a community where everyone is valued, appreciated, and supported. Bullying is defined by The Department of Housing and Residence Life as actions and



behaviors that are intended to intimidate, coerce, degrade, abuse, badger, harm or negatively impact another person. This definition includes but is not limited to sexual orientation, gender expression, sex, race, ethnicity, socioeconomic status, ability, size, religion, age, and veteran

status. This policy also includes situations in which roommates use bullying tactics to intimidate their roommate. Students who exhibit bullying behavior toward another student will be held accountable through the IUPUI Code of Conduct System.

Automobile Repairs

Residents are permitted to conduct minor preventive maintenance and automobile repairs in the campus housing parking lots as long as these activities do not interfere with the normal use of the parking lot. Any fluids or parts must be disposed of in accordance with all federal, state and local laws.

Bicycles

Bicycles are permitted in an individual resident's room as long as they are stored in a safe manner and do not impede the flow of traffic. Bicycles may not be parked in hallways, stairwells, lounges, bathrooms or other areas so designated by the Office of Housing and Residence Life. Additionally, bicycles may not block access to any building or handicap ramp. You must register your bicycle with your Community Office within two weeks of moving on campus. The registration (which includes a permit) is free.

Unregistered bicycles secured on Housing and Residence Life grounds, will be tagged with notification to register the bicycle. After a bicycle receives 3 notifications, the Office of Housing and Residence Life will impound the bicycle. Additionally, the Office of Housing and Residence Life reserves the right to remove bicycles that appear to be abandoned as evidenced by signs of disuse or neglect, and those that are secured in areas against housing policies.

Business Establishment

No individual or group may act as a vendor, sales agent or in any manner set up a business enterprise in the campus housing facilities. Any resident considering the establishment of any type of business necessitating the use of a room for a business office or the use of a room telephone for transaction of business, other than officially sanctioned University business, must obtain special written permission from the Office of Housing and Residence Life.

Confidentiality

Residence Life staff members will respect private information that residents may share and keep it confidential. However, staff members will not, and cannot, promise absolute confidentiality. For resident safety and security, staff members are required to report to their supervisors any information concerning the safety and well being of residents.

Damages

Upon moving in, residents are required to fill out a Room Condition Report (RCR). The RCR must be completed and turned in promptly to the RA. Residents that do not turn in their RCR will be responsible for all damages in their unit whether it was present upon move in or not. Failure to turn in a RCR forfeits the resident's right to appeal any damage charges accrued.

Damages caused by abuse or misuse of Housing and Residence Life facilities or equipment will be billed to the individual(s) responsible for the damage. Multiple or repeated incidents of damages may result in disciplinary action.

The residential rental fees are designed to cover routine cleaning and maintenance. When damage occurs that is not considered routine, every effort is made to identify the individual(s) responsible for the damage. However, if the responsible individual cannot be identified, the residents of the floor, wing or building may be assessed common area charges that will be split among all residents involved. Any appeal of damage charges or common area damage charges must be submitted in writing to the Office of Housing and Residence Life (Attn: Damage Appeal Committee) within thirty (30) days of the billing date. Appeals are only accepted from residents; appeals submitted by other parties are not accepted. Damage charges will be posted to the resident's bursar account and the resident is responsible for paying the charges directly to the Bursar.

Decorations, Furniture and Room Personalization

You are encouraged to personalize and decorate your living area in a reasonable and comfortable manner as long as you do not damage or make permanent changes to the livability, appearance or furnishings in the room. Please adhere to the following requirements when decorating your living space:

Decorating:

- 1) Do not hang items from the sprinkler heads located on the ceilings or on the walls.
- 2) Use 3M Command Strips to hang small pictures, posters, etc.
- 3) Use small nails if hanging a large item from the wall. Do not attempt to patch over holes when you move out as it makes it worse.
- 4) Do not overload electrical circuits.
- 5) Emergency and exit lights may not be obstructed and must be visible at all times.
- 6) Materials may not be placed over exit signs, fire doors or any electric light fixture.

- 7) Fire doors at any location may not be propped open for any reason.
- 8) Only artificial Christmas trees are allowed.
- 9) Use only fire-resistant material when decorating.

University furnishings:

- 1) Mirrors, including Campus Apartment closet doors, may not be moved from their fixed positions.
- 2) You are responsible for all furniture in your individual living space and common area, if applicable, if you live in an apartment.
- 3) Loft systems are prohibited in campus residential facilities (except those provided by Housing and Residence Life in specific rooms).
- 4) Furnishings may not be moved from your room, transferred from one room to another, or exchanged between rooms.
- 5) Extra furnishings resulting from a vacancy cannot be moved.
- 6) Repairs or alterations may not be made by anyone other than authorized University personnel or contractor. This includes, but is not limited to, temporary or permanent changes, painting, removal of screens, or the installation of air conditioning units.



Eligibility Requirements

1. Any person who has been admitted to and will be enrolled as a full-time student (as defined by your academic program) on the IUPUI Campus, any IUPUI faculty member or staff member, or any University-affiliated personnel who are deemed to be eligible by the Office of Housing and Residence Life.
2. Persons not meeting or maintaining the eligibility requirements may appeal to the Office of Housing and Residence Life.

Electronic Safety

To ensure that electronic devices (including computers, televisions and audio/video equipment) are protected, residents should appropriately utilize UL-approved surge protectors and extension cords. Piggy backing of power strips or extension cords is not allowed as it is considered unsafe.

Eviction

The Office of Housing and Residence Life attempts to resolve contract or policy violation(s) in a manner that does not disrupt a resident's educational or professional goals. However, if a violation cannot be resolved, a loss of housing privileges and/or cancellation of a housing contract may result in the following:

- a. Residents will be given 72 hours to vacate the space.
- b. If, at the end of this period the resident has not vacated the space, the lock(s) will be changed.
- c. Any unclaimed personal items will be packed and stored for thirty (30) days.
- d. After 30 days, the belongings will be disposed of.
- e. Residents will be billed for any expenses incurred, including, but not limited to, storage, moving, improper move out and any room damages.

Eviction-Interim

The Office of Housing and Residence Life may determine that sufficient cause exists to impose interim eviction on a student pending disciplinary proceedings and/or medical evaluation. If imposed, a resident is required to leave the residence within the time specified in the interim eviction notice.

Fines

The Trustees of Indiana University have granted the Office of Housing and Residence Life the authority to establish and assess fines for damages and failure to comply with certain regulations pertaining to the campus living units. For potential fines and/or damages, please refer to the Sample Damages & Fines List appendix in this publication.

Guest & Visitation Policy

Guests may visit at any time except when limited by residents themselves or by the Office of Housing and Residence Life. Visitation is a privilege, not a right, and must be respected to maintain residential communities that are conducive to learning and growth. It is critical that the privilege of visitation not supersede residential safety or a roommate's right to privacy, sleep and study time. The rights of safety, security, privacy, sleep and study are absolute and fundamental principles of the IUPUI Visitation Policy.

Housing and Residence Life staff reserve the right to alter visitation privileges as situations may require for the proper operation of the community. The right to privacy of roommates will be respected, and permission must be granted by the roommate for a guest to be present. A resident may declare his or her room off limits to guests at any time. No more than two guests per resident are permitted.

Responsibility of Host

- a. All guests are expected to abide by IUPUI policies at all times. Students will be held directly responsible for conduct occurring in their residence and for their visitor's behavior.
- b. Any guest must be accompanied by a host or hostess at all times. Unescorted visitors will be required to leave the Residence Halls immediately.

Overnight Guests

- a. Student residents' guests are allowed to visit our community for a period not to exceed 72 hours. This courtesy is available only once per month. Guests are expected to leave at the end of 72 hours whether these have been used consecutively or intermittently; these hours are not renewable. When individuals fail to comply with this policy, Housing and Residence Life reserves the right to commence disciplinary proceedings or issue ban letters as applicable. Individuals who receive ban letters are no longer welcome in our community, and violators are subject to immediate arrest and subsequent prosecution. Cohabitation is strictly prohibited.

Heat / Furnaces

Ball Hall - The heating system in Ball Hall is provided through a steam radiator system. When activated, it takes approximately 24 hours for the boiler to reach full temperature. Additionally, when turned off, it takes another 24 hours for the system to cool down. When there are periodic changes in the weather, the system cannot reach optimum temperature. Therefore, the general practice is that the heating system is turned on for the winter when there are three consecutive days of 50 degrees or less day time temperature. Similarly, the heating system will remain on until there are three consecutive days of 55 degree or higher day time temperature.

Apartment / Townhome Residents - Each unit in these facilities is provided with an individual heating and air-conditioning (heat pump) unit. When the heating system is not in use during the summer and fall, dust can accumulate on the element. Therefore, when the unit is used for the first time in the winter, there can be a brief odor associated with the element heating the dust. Do not be alarmed if this occurs. However, to

prevent your smoke detector from activating, you should open a window to ensure that fresh air circulates through your unit.

Keys

Resident keys, and where necessary, mailbox keys will be issued upon your arrival and registration. Residents must have a signed contract agreement to be issued a key. Keys are University property and may not be duplicated. Keys are to be turned in when you move out of your living



facility. You will be charged \$10 for lost/unreturned mailbox keys. Persons failing to return door keys will be charged the replacement fee for lost keys. The cost of each lock replacement is \$90 for all campus residences; this charge includes replacement of the lost key. If you think you can find

your key within 72 hours, you may borrow a duplicate key from the Office of Housing and Residence Life located in the Campus Apartments during business hours, Monday-Friday, 8am - 5pm. You are responsible for damages or theft attributed to your lost key. If you lose your key after hours, please call the RA on Duty.

Kitchenettes, Common Areas (Ball Hall)

Kitchenette areas with microwaves and refrigerators are provided throughout Ball Hall. Residents are responsible for keeping these areas clean and labeling any food or drinks that are placed in a community refrigerator, as the Office of Housing and Residence Life is not responsible for any items stored in these refrigerators. Personal dishes and utensils are personal property and are to be kept in individual rooms. Items left in kitchenettes or Common Areas are subject to removal and will be discarded.

Liability

The University and the Office of Housing and Residence Life assumes no responsibility for the accident, injury, loss or damage to persons, nor any theft, loss or damage of personal belongings in or on residence hall/apartment property. This policy extends to resident rooms, resident apartments, automobile and bicycle parking areas, as well as all other

living unit areas. Residents should obtain insurance to cover personal property. Residents should contact IUPUI Police with any theft, damage, or injury concerns.

Light Bulbs

In all residential facilities, burned out fluorescent tubes will be replaced by the Office of Housing and Residence Life. Within the Campus Apartments and Town Homes, the replacement of incandescent bulbs is the responsibility of the resident. Within Ball Hall, incandescent bulb replacement is the responsibility of the Office of Housing and Residence Life. Black lights are not permitted in fluorescent tubes.

Lock Out

If you are locked out of your room, you must visit your Community Office to be let into your room. Community Office Hours are 8a-5p Monday-Friday. Call the RA on Duty after 5p on weekdays and on the weekends. After your first lockout, you will be assessed a **\$10.00** lock-out charge per incident. If you lose your JagTag, then a temporary card can be issued until you replace your JagTag. The Lock Out charge during break periods (Fall, Thanksgiving, Winter, and Spring) is \$50.00.

Lost and Found

Abandoned or lost items should be turned in to the Office of Housing and Residence Life. Any unclaimed items will be disposed of after 30 days.

Lounges, Meeting Rooms, Public Areas

Furnishings in the lounges, study rooms and public areas are for the collective use of all residents living in the area. Furnishings, decorations and blinds are to remain in their proper location and may not be moved between resident rooms or to any other area.

Mail Delivery

Mail is delivered to Ball Hall residents Monday through Friday, excluding holidays, by the Office of Housing and Residence Life staff. The Apartments and Town Homes receive mail Monday through Saturday, excluding holidays, by the U.S. Postal Service. Park Place residents receive mail Monday through Saturday, excluding holidays and should see front desk staff during office hours for mail. Packages can be picked up at your Community Office during hours of operation.

Depending on which residence you live in, your mail should be addressed:

Ball Residence	Campus Apartments	Town Homes	Park Place
Resident's Name	Resident's Name	Resident's Name	Park Place
Ball Residence Room #	Street Address	Town Homes	1150 N. White River Pkwy W. Dr.
1226 West Michigan Street	Apt. # (do not use letters)	Apt. # & Street Address	Resident's Name & Room #
Indianapolis, IN 46202	Indianapolis, IN 46202	Indianapolis, IN 46202	Indianapolis, IN 46225

Mail - Forwarding Address

To ensure that your mail is forwarded, a change of address card must be filed with the U.S. Postal Service at least two weeks prior to your departure. The Office of Housing and Residence Life should be advised of your forwarding address as well as all publishers to which you have subscribed. Updates may be completed online with the U.S. Postal Service at <http://moversguide.usps.com> and the Registrars Office at <https://onestart.iu.edu>.

Maintenance

Only IUPUI staff members or University-authorized contractors are allowed to conduct maintenance on/in campus residential facilities. Residents are not permitted to make any repairs. Residents will be charged for damages to any University property. Maintenance and custodial staff lock each room/apartment upon leaving, even if the room/apartment was unlocked upon entering. When possible, attempts will be made to contact residents in advance of entering rooms for maintenance issues. In the event of a maintenance emergency, advance notification may not be possible.

Any maintenance needs to your living unit or community area should be immediately reported to your Community Office. To report a maintenance problem, please complete a work order request form at any time by logging into our web site at www.housing.iupui.edu. Click 'Res Infor' and then 'H.S.C' there will be a link to submit a work order on the left. During break periods (i.e. winter break) please contact the RA on duty.

In the event of an maintenance emergency,

A. During normal office hours, Monday through Friday, residents should contact your Community Office.

B. After business hours, contact the RA on duty for emergency maintenance issues.

Maintenance issues that require an EMERGENCY call back:

- No heat
- Power outages that impact an entire apartment, floor or building
- Flooding
- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms associated with fires or other disasters

Other maintenance issues will be addressed during normal working hours. Please note, air conditioning issues and clogged toilets are not considered an emergency.

Move Out

All residents moving out of a residential facility must complete the correct move out procedures. Failure to complete the move-out process correctly will result in substantial

fines. Specific move out procedures are available from your resident assistant and/or the Office of Housing and Residence Life.

To avoid charges, a unit/room must

be in the condition noted on the move in room condition report with trash emptied, floor cleaned and all keys returned to the Office of HRL.

Residents must give written notice to the Office of Housing and Residence Life prior to your departure date. Request to Cancel Contract forms are available at the office. Notification by any other means or to any other University office will not be recognized. Your Contract Agreement will determine any remaining financial obligation. Failure to pay in full all rental charges, late fees, fines and damage charges prior to departure may result in referral to an outside collection agency.

Staff members conduct a final inspection of a vacated room. Any damages that are found will be billed to the resident(s) of the room. (also see Housing Contract Information)



Parking

Parking is permitted in designated areas only. Parking along yellow-lined curbs, in front of accessibility ramps, in reserved parking spots or driving on service roads is prohibited. You must follow all driving and parking laws and regulations of the State of Indiana and of the University when operating or parking motor vehicles on University property.

Residents: The IUPUI Police Department and Parking Services are responsible for enforcing motor vehicle regulations on campus. Parking at IUPUI is based on a paid parking system. Parking permits are not transferable. Campus Housing (CH) or Park Place (PP) permits are available to any residential students with vehicles and are issued on a first come, first served basis. For more information on parking, please visit: www.parking.iupui.edu, or call 274-4232. If your housing contract ends before the school year, you must turn in your CH permit, or exchange it at Parking Services for a non-CH permit.

Guests: There are no parking spaces in the campus housing parking lots designated for visitor parking. Guests of residents may find limited free parking on Porto Alegre St. or can obtain a temporary visitor's pass from Parking Services directly.

Passive Participation

Residents are obligated to remove themselves from any situation where a violation is occurring. Residents present during a violation of the Residential Policies and Procedures and/or the Student Code of Conduct could be held responsible for that violation.

Pest Control

The Office of Housing and Residence Life has contracted the service of ARAB Pest Control to provide preventive pest service in all residential facilities. ARAB is a University-approved contractor. To report a pest problem please contact your Community Office or submit an online work order.

Prohibited Items

The following items are prohibited in campus residential facilities:

- Candles or items that have an open flame or exposed heating element- Candles (lit or unlit) or any other appliances that make on open flame or have exposed heating elements are prohibited in all residential facilities. Wax/oil warmers that do not have an open flame or element and tarts (without wicks) are allowed. Violation of the candle policy

results in a fine of \$10 per candle.

- Ceiling fans
- Firearms- All firearms including BB & paintball guns, knives and other weapons (bows/arrows, blow guns and martial arts weapons, etc.) are strictly prohibited.
- Personal Grills- Common area grills are provided around the Campus Housing facilities which residents make use. Personal grills of any kind are not allowed.
- Highly flammable items such as fireworks or turpentine - The possession or use of fireworks, incendiary devices or other dangerous explosives/liquids are prohibited in all University facilities.
- Fog machines
- Halogen lights (including neon lights and black lights)
- Incense
- Knives and other weapons (including bows, arrows, blow guns and martial arts weapons)
- Lofts/Loft kits
- Pets (except fish)-
University environmental health and safety regulations prohibit the possession of animals, including but not limited to, dogs, cats, birds, alive or dead, and laboratory specimens in the University housing facilities. Fish in well-maintained, 15-gallon tank or smaller aquarium are permitted.
- Space heaters
- Waterbeds
- Other items that are identified as posing health or safety risks to the campus community.



In addition, due to the age of the building, electrical capacity and fire safety issues the following items are prohibited in Ball Residence Hall:

- Air conditioning units- Air conditioning units not provided and installed by the Office of Housing and Residence Life are not allowed in any residential facility.
- Deep fryers
- George Foreman grill or similar product
- Microwaves- Microwaves are provided in select common areas of Ball Hall and are not allowed in student rooms. Residents are responsible for cleaning the common use microwaves after each use.

- Open-element cooking items- Open-element hot plates or appliances, toasters, sterno cookers, fondue pots, etc. are not allowed.
- Toaster or toaster ovens

Quiet and Courtesy Hours

Quiet hours are maintained to provide an atmosphere conducive to study. Quiet hours are in effect from 10pm to 7am, Monday through Thursday; 1am - 10am Friday through Sunday. Courtesy hours are in effect 24 hours a day, however. Certain areas of campus residential facilities may be designated “quiet areas” and are enforced 24 hours a day.

Loitering in hallways, foyers, entryways, parking lots, or other areas that may disturb other residents is strictly prohibited during quiet hours.

Twenty-four hour quiet hours are in effect prior to and during final examinations each semester and a violation of these results in a \$25 fine. Quiet hours are posted in each living unit. Additionally, in rare instances, quiet hours may be suspended by Housing and Residence Life for approved Housing and Residence Life functions. In these instances, event notices will be posted a minimum of 48 hours in advance.

Posting Policy

Subject to regulations, authorized student groups and official University agencies may arrange to use housing facilities such as mail boxes and bulletin boards to disseminate information, circulate petitions and publicize activities. All requests should be forwarded to the Assistant Director of Housing and Residence Life for approval.

Refrigerators

Only one compact refrigerator (maximum size 5.0-7.0 cubic feet) is allowed per room. Both the refrigerator and the power cord must be UL approved and be in safe electrical condition. For proper sanitation and utilization, refrigerators must be cleaned prior to holiday breaks and hall closings.

Roof Usage

The unauthorized use of the roofs of any of the residential facilities is prohibited.

Room Cleaning

Residents are responsible for maintaining a reasonably neat and clean room at all times. Good housekeeping practices are expected of each resident. Residents are required to maintain their unit to the following minimum standards:

1. All appliances are to be maintained in a reasonably clean condition at all times.
2. Floors and walls are to be maintained in a reasonably clean condition at all times.
3. Food should be properly stored. All areas in your living quarters must be maintained in a reasonably clean and sanitary condition.
4. Trash should be emptied regularly. Daily disposal of trash in the common trash receptacles or exterior dumpsters will help maintain health and safety standards and a desirable environment in your living unit. Fire and health regulations prohibit leaving trash in the hallways, stairwells, and parking areas.

If your roommate should depart, Housing and Residence Life will give as much notice as possible when assigning a new roommate, however, you may be assigned a new roommate with little or no notice. Therefore, you should make sure that common areas are clean and maintained as outlined above to accommodate any newly assigned resident(s). If your unit is not cleaned in an acceptable manner prior to your roommate's arrival, we reserve the right to have the apartment cleaned, and the cost will be billed to the current resident(s) of the unit.

Room Entry and Search

Residents have the right to privacy within all campus residential facilities. However, the University reserves the right for Housing and Residence Life staff members and duly authorized agents to enter individual rooms in performance of their duties, including, but not limited to, maintenance issues, routine closings and health and safety inspections. A University residence is not a private living place over which the college has no jurisdiction; rather it is a place provided by the college for students to carry on their personal lives in ways that do not put members of the campus community in jeopardy, do not violate policies outlined in the Residential Handbook, and do not break laws.

Safety Equipment

Tampering with fire safety equipment is a federal offense and may result in criminal charges, fines, disciplinary action and/or termination of a resident's housing contract. This includes fire extinguishers, fire alarm

pulls, smoke detectors, sprinkler systems, fire panels, propping fire doors, etc. Covering smoke detectors is strictly prohibited. This includes the hanging of tapestries or other items from the ceiling or sprinkler heads.

Residents and/or their guests are not permitted to remove the batteries from the smoke detectors, nor remove smoke detectors from their fixed positions. Only authorized Campus Housing staff, Campus Facility Services or their authorized agents may remove/replace the batteries or perform necessary repairs to smoke detectors. Violations of this policy (batteries missing from the detector, disconnected detectors, etc.) can result in assessment of fines and/or judicial action. Please submit a work order if you have a smoke detector that is beeping or not working. In addition, experiments involving the use of toxic chemicals or chemicals capable of exploding are prohibited.

Tampering with elevator safety equipment is prohibited. The alarm is designed to be used in case of an emergency. Persons responsible for tampering with, causing damage to or disrupting the operation of the elevators are responsible for repair costs and are subject to disciplinary action.

Soliciting and Selling

Door-to-door selling or soliciting is prohibited in all University housing facilities. You should immediately notify the Office of Housing and



Residence Life, the RA on duty, or the IUPUI Police of the presence of any salesperson or solicitor in or around the campus housing units. Such individuals are considered trespassers and may be subject to arrest and prosecution. Residents of campus housing and responsible student organizations may obtain permission from the Office of Housing and Residence Life to sell merchandise or services in the residence halls and apartments. In general, such activities must conform to campus policies and may not be in conflict with State Board of Health regulations, University Contract Agreements, private vendors or suppliers.

Sound Equipment

Radios, stereos and all audio equipment may be played in your room/apartment as long as the volume is maintained at a level that is not disruptive to the community. Speakers are not allowed to be placed in windows without written consent of the Director of Housing and Residence Life. Standard-size pianos and organs are prohibited in your room or apartment. The use of electronic audio equipment is a privilege that may be revoked if used in such a way as to interfere with maintaining quiet and courtesy hours.

Smoking

In accordance with the IUPUI Smoking Policy, all University facilities, grounds and vehicles are smoke-free. Violations of this policy may result in judicial action, including, but not limited to, fines and educational sanction. Please only smoke in designated areas. There is a \$25.00 fine for smoking in non-smoking areas.

Sports

Engaging in sports in a campus residential facility is prohibited. This includes, but is not limited to, playing ball, riding skateboards or bicycles, in-line skating, bowling, throwing discs, shooting water guns, throwing darts or engaging in any other activity that might disturb or endanger the safety of others or damage University property. Throwing, dropping or shooting any object into or out of a window is strictly prohibited.



Telephone Services

IUPUI provides an active telephone jack in each student room, a voice mailbox for every student, and local phone service. Telephones are not provided.

Optional phone features such as call waiting, caller id, etc. are available upon request for a nominal monthly fee (except at Park Place). If interested in these services, please contact Telephone Consultants at (812) 855-4455, option 2.

Television Service

Basic television service is provided in all residential facilities. For current information about equipment configuration, available channel lineups, and troubleshooting tips see <http://tv.iupui.edu/>

Trash Removal

You are responsible for emptying your own waste basket and disposing of any trash in the hall receptacles. Daily disposal of trash will help maintain health and safety standards and a desirable environment in your living unit. Trash receptacles are provided in designated areas in each hall. Fire regulations prohibit leaving waste baskets in the hall. A fine may be assessed for removal of trash from the hallway or common areas. Apartment residents must dispose of their trash in the community trash dumpsters located in the adjacent parking lots; disposal of trash elsewhere on housing property is not permitted and may result in fines.

Windows

Window screens and storm windows must stay in place. If a window screen or a storm window is removed or unfastened, the maintenance staff will reinstall it, and a fine of \$50.00 per removed or missing screen will be assessed. If the screen or storm window is completely removed and cannot be located, a new screen or storm window will be installed, and charges for a new screen or storm window unit will be added to your account, and the fine will be assessed.

Objects dropped or thrown from windows may create a substantial safety hazard. Residents who drop items from the windows will be subject to disciplinary and/or legal action. The display of items in or outside a window is prohibited. The storage of food and other items in the window is prohibited. Antennae may not extend outside the windows.

IUPUI STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

The general regulations governing the personal conduct of all students at IUPUI are outlined in detail at www.iupui.edu/code/.

The Code of Student Conduct includes, but is not limited to, the following:

1. Dishonest conduct including, but not limited to, false accusation of misconduct, forgery, alteration, or misuse of any University document, record, or identification; and giving to a university official information known to be false.
2. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
3. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
4. Unauthorized release or use of any University access codes for computer systems, duplicating systems, and other university equipment.
5. Conduct that is lewd, indecent, or obscene.
6. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other University or University-authorized activity.
7. Actions that endanger one's self, others in the University community, or the academic process.
8. Failure to comply with the directions of authorized University officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a University facility when directed to do so.
9. Unauthorized entry, use, or occupancy of University facilities.
10. Unauthorized taking, possession or use of University property or services or the property or services of others.
11. Damage to or destruction of University property or the property belonging to others.
12. Unauthorized setting of fires on University property; unauthorized use of or interference with fire equipment and emergency personnel.

13. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.
14. Possession of any weapon or potential weapon on any University property contrary to law or University policy; possession or display of any firearm on University property, except in the course of an authorized activity.
15. Sale of any firearms from University property or using University facilities, including through computer and telephone accounts; intentional possession of a dangerous article or substance as a potential weapon.
16. Acting with violence.
17. Aiding, encouraging, or participating in a riot.
18. Harassment, defined in Part I (c) of the Code.
19. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.
20. Physical abuse of any person.
21. Verbal abuse of another person.
22. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or University policy.
23. Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.
24. Intentionally obstructing or blocking access to University facilities, property, or programs.
25. Violation of other disseminated University regulations, policies, or rules. Examples of such regulations include but are not limited to University computing policies, residence hall policies, and recreational sports facility policies.
26. A violation of any Indiana or federal criminal law.
27. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.

In addition, the University may discipline a student for acts of personal misconduct or criminal acts that are not committed on University property if the acts arise from University activities that are being conducted off the University campus, or if the misconduct undermines the security of the University community or the integrity of the educational process or poses a serious threat to self or others. Residents should refer to the Student Code of Conduct for a complete statement regarding student rights and responsibilities: www.iupui.edu/code/

HOUSING AND RESIDENCE LIFE CONDUCT PROCEDURES

Understanding the Conduct System

Residents violating Residential Policies & Procedures or the Student Code of Conduct are subject to misconduct action. Under the applicable procedures, residents may be warned, charged for restitution of damages, assigned a special project, fined, placed on residential probation, relocated, and/or evicted from the residence hall or campus apartments and prohibited from returning in the future.

Behavior that is a violation of the Student code of Conduct and seriously disrupts the normal functioning of the residential community or that threatens the health and safety of the community may be referred to the Office of Student Rights, Responsibilities and Conduct for adjudication in lieu of formal proceedings by Housing. Students who violate University policies may receive a variety of sanctions, including, but not limited to, warning, censure, loss of privileges, exclusion, suspension, or dismissal from the University.

Violations that also constitute a violation of any city, state, or federal laws/regulations may also result in additional action by the appropriate enforcement agency. Guests who violate Housing policy may also be subject to conduct action. If the non-resident guest is a guest of a resident, the resident may be held accountable and liable for the actions



of the guest. All decisions regarding policy violations require a preponderance of evidence before a resident can be found responsible.

A Step-by-Step Guide through the Housing and Residence Life Conduct Proceeding

If residents are alleged to be responsible for violating the Residential Policies & Procedures, they are guaranteed certain procedural rights. This section outlines these procedural rights under the Office of Housing and Residence Life Conduct Policies. In addition, students can be held responsible for their behavior per the Student Code of Conduct. Applicable personal misconduct disciplinary procedures would apply to Code of Conduct violations.

The following procedural guidelines apply when a case is heard by a Residence Life staff member in their role as a housing staff member or during an appeal. It is the resident's responsibility to be aware of his or her rights contained within these guidelines. Should a student depart before investigation and/or adjudication of an alleged infraction is completed, the judicial process may proceed.

1. Alleged Incident Occurs

Anyone involved in, is witness to, or has information about an incident may choose to write an Incident Report to document the facts of the incident.

2. Incident Report Is Written

Incident reports are generally initiated by a Resident Assistant and submitted to the Assistant Director, Area Coordinator, Resident Director or Graduate Hall Director. When the incident report contains information regarding alleged policy violations, the students who are alleged to have violated the policy are entitled to view a copy of the report upon request.

3. Letter of Notification

If substantial information exists within the incident report to indicate an alleged policy infraction, a notification will be sent to the resident(s) who allegedly violated the policy. This notification will inform the student of the policy and date of the alleged violation. It will also request that the student contact the staff member to schedule a judicial meeting or it will note a time and date in which a student must appear. Under most circumstances a judicial meeting will be conducted within 10 business days after the resident has been notified of a need for a judicial meeting.

4. Student Schedules a Conduct Meeting

Once a resident has received notification to appear at a conduct meeting, it is his or her responsibility to contact the appropriate staff member to schedule the conduct meeting within five business days. In some cases, the case will be scheduled in advance. Should a resident choose not to schedule or attend a conduct meeting, the meeting may proceed, and conclusions may be reached in his or her absence. Findings will be based on the information made available to the staff member at the time of the conduct meeting. Although residents are expected to comply with all conduct procedures, failure to respond or appear as provided in these regulations will not be construed as an admission of guilt. In cases where more than one student is alleged to be responsible for a violation of these regulations, the staff member may determine that a single consolidated conduct meeting be conducted to review and determine the matter(s) pertaining to those students. Residents may request to have their cases heard individually.

5. Conduct Meeting

During a conduct meeting, residents will have the opportunity to review the evidence alleging their involvement in a policy violation(s). Residents will have an opportunity to respond to the allegations(s) contained in an Incident Report by presenting information relevant to their case as provided in these regulations. Documentary evidence and oral statements relevant to the case will be considered by the staff member only when the person(s) providing that evidence or statements can be made available for examination at a conduct meeting, unless the staff member determines that it is unreasonable or impossible to enforce this requirement. At the conclusion of the meeting, responsibility will be determined by a preponderance of evidence, meaning that the majority of evidence indicates that the resident is responsible for the incident or behavior.

6. Staff Member Makes a Decision and a Decision Letter Is Sent

Students will be notified in writing of the final decision of the conduct meeting officer after the judicial meeting is completed. Under most circumstances, this will occur within five business days. The decision of the staff member shall constitute the written record of the meeting and shall be kept on file with the Office of Housing and Residence Life. All conduct proceedings under these regulations are subject to all applicable laws and regulations governing the privacy and disclosure of student records. The Office of Housing and Residence Life shall make the final determination(s) in all disciplinary actions taken under these procedures.

7. Resident May Choose to Appeal in Writing

The decision of the staff member may be appealed, in writing, within five (5) business days of the date the decision letter is rendered. In general, decisions regarding appeals are rendered within 10 business days.

Appeals must be submitted in writing to:

Assistant Director of Residence Life
Office of Housing and Residence Life
415 Porto Alegre Street, Orvis 150
Indianapolis, IN 46202

(Please note "JUDICIAL APPEAL" on the outside of the envelope)

The Assistant Director's decision can be appealed to the Director of Housing and Residence Life within five (5) business days of the date of the decision letter. The decision rendered by the Director of Housing and Residence Life is the final decision and is not subject to further appeal.

Written appeals must cite specific reasons for a reconsideration of the decision. The right to appeal the decision is limited and may be based only on:

- A. the grounds that procedural error(s) occurred at the judicial meeting that unfairly affected the outcome of a case.
- B. compelling new evidence, relevant to the outcome of a case, was discovered and was demonstrably not available at the time of the judicial meeting. New evidence may be submitted after the three-day appeal limit; however, sanctions do take effect after the three-day timeline. Thus, appeals may or may not affect sanctions.
- C. specific conditions that provide good cause for reconsidering a case. This can include unduly harsh sanctions or demonstrated bias against a resident during the conduct process.

Sanctions

Normally, no sanction(s) will be imposed against a resident before the conclusion of the conduct meeting process as provided in these procedures. However, if a resident is involved in a conduct case in any capacity, they may be permanently reassigned at any time as stated in the Residential Handbook.

Potential outcomes from a conduct meeting include but are not limited to:

- Written warning - notice that continued or repeated violations of University policies or campus housing policies will result in further conduct action.
- Restitution - charge for repair and/or replacement and associated costs of damaged property.

- Fine - fines are collected for some violations and returned back to the community through building improvements and programming. Fines may be assessed for damages, policy violations and failure to complete assigned sanctions.
- Probation - written reprimand for violation of University policies or residential policies, which indicates that continued residency is contingent upon responsible behavior.
- Educational Sanction Assignment - requires that a resident complete an essay or assignment, or utilize an interactive alcohol education program which encourages the resident to consider the circumstances involved in the incident. This also can include assignment to complete a creative, educational or community project under the supervision of a designated University official according to an established deadline.
- Exclusion - restriction from entering specified areas in the campus housing systems for a designated time period.
- Eviction - contract cancellation.

The Office of Housing and Residence Life may determine that sufficient cause exists to impose interim eviction or relocation on a student pending disciplinary proceedings and/or medical evaluation. If imposed, a resident is required to leave the residence within the time specified in the interim eviction notice.

Alcohol Sanctions

Typical minimum sanctions for alcohol violations shall include, but not be limited to:

First Violation:

Probation of up to one year

Fine - \$40.00

Alcohol Educational Sanction

Second Violation:

Probation of up to four years

Parental Notification

Fine - \$80.00

Alcohol Educational Sanction

Third Violation:

University Housing Dismissal

Judicial Violations that May Result in Eviction

The following is a partial list of violations for which exclusion or eviction may result. This list is not all inclusive, but rather is intended to give some examples of serious violations.

- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- Possession or use of illegal drugs or bulk alcohol.
- Tampering with fire-safety equipment
- Physical abuse of others or self; including assault, sexual assault, or suicide attempts.
- Threats of violence to others or self, including physical threats, sexual harassment, or suicide threats.
- Throwing or dropping objects from or at a building.
- Repeated violation of policies or regulations.

Room Assignment

Room assignment priority is based on the date of receipt of 1) the application and 2) the application fee. Although no guarantee is made, preferences for the building, room type, area and roommate are considered in assigning rooms. Normally preference is given to current occupants.

The University makes all assignments without regard to race, color, religion, national origin, sexual orientation or veteran status and rejects all requests for changes of assignment based on such.

In the event the University is unable to deliver possession of the assigned living unit, you agree to accept assignment to another unit. Residents assigned to temporary, overflow accommodations, such as a floor lounge, at the beginning of a contract term agree to move when a permanent unit/space becomes available. Assignment to temporary, overflow accommodations shall not constitute a breach of this contract.

The University reserves the right to change room assignments for any reason it deems appropriate. Reasons may include, but are not limited to, an alleged infraction of regulations, roommate incompatibility or unavailability of roommates.

If vacancies occur in a double room, triple room, two-bedroom unit or four-bedroom unit in which you occupy, or any other residential space, the University may assign another person to the vacant space(s) without prior notice to you or may reassign you to other accommodations of equal value.

Room Changes and Room Upgrades

Room Changes:

If you wish to explore the possibility of changing rooms you must meet with your Area Coordinator (Campus Apartments and Townhomes) or Residence Director (Park Place/Ball Hall). In most instances, a roommate agreement is required prior to any room change.

Depending upon space available, the room change may be authorized.

A fee of \$100.00 will be



charged for all room changes (unless mandated by the Office of Housing and Residence Life). Requests for room changes for reasons of race, color, religion, national origin, sexual orientation or veteran status are not honored.

Room Upgrades:

After the first three weeks of a semester you may request a room upgrade through your Area Coordinator (Campus Apartments and Townhomes) or Residence Director (Ball Hall/Park Place). The AC and RD work with the Contracts and Assignments Staff Members to determine if an upgrade is available. Room upgrade (i.e. changing from a four-bedroom to a one-bedroom unit); room changes to a higher occupancy unit may result in additional fees.

Room Adjustment Important Notes:

- Room upgrades are approved on the basis of need, not seniority.
- Room changes and upgrades will NOT be approved for moving to similar units.
- All room changes and upgrades must be approved in writing. Unapproved room changes or room swapping (those conducted without the consent of the Office of Housing and Residence Life) will result in an additional \$100.00 improper room change fine and can result in judicial action.

HOUSING CONTRACT INFORMATION

The following information pertains to all IUPUI Housing and Residence Life Housing Contracts.

Contract

Your Contract Agreement is a financially and legally binding agreement with the University. You may request cancellation of your contract for the following reasons:

1. You are academically dismissed AND you notify the Office of Housing and Residence Life within five (5) days after receiving notice of your dismissal.
2. You participate in any approved IUPUI-sponsored program, such as an internship, student teaching, overseas study, etc., requiring you to be housed off the IUPUI campus.
3. You provide medical documentation of a serious medical problem that makes it impossible for you to remain in campus housing.
4. You graduate before the end of the contract period.
5. You are called to active military duty.
6. Your student visa application is denied.

You (the resident) must obtain and submit a written Contract Release form. Forms are available at the Office of Housing and Residence Life. Notification by anyone else or by any other means or to other University offices is NOT accepted. **DETAILED SUPPORTING DOCUMENTATION MUST BE PROVIDED WITH YOUR REQUEST FOR RELEASE.**

If you are experiencing difficulties in campus housing, it is your responsibility to communicate this to a RA, GHD, RD, or Housing Staff member. Most issues can be resolved through staff referral to appropriate resources and conflict resolution. Should you choose to depart for any reason not listed above, you will be subject to the terms of your contract in its entirety, including but not limited to applicable penalties.

A resident has the right to appeal the penalties for contract release. The resident may submit a formal written appeal to the Housing Appeals Committee. Appeals and supporting documentation must be submitted together and received by the Office of Housing and Residence Life within ninety (90) days of vacating campus housing residence. This appeal must be submitted and initiated by the resident and should include a description of the resident's reasons for making the request and enumerate steps the resident has made to improve the situation in order to meet contractual obligations. Additionally, any supporting

documentation should be provided. The Housing Appeals Committee decision is final.

Your contract may be cancelled for violations of your Contract Agreement and if, by judicial process, your continued presence in the residence hall is considered detrimental to the living group or the educational environment. Anyone whose contract is cancelled by the University is subject to charges as outlined in the Housing Contract Agreement.

Payments

Pre-payments

Pre-payments are applied to a student's bursar account when individuals accept assigned Campus Housing accommodations. These pre-payments apply directly to rent and are not considered a deposit.

Payments

Housing charges are billed in full each semester. Housing rental charges for an Academic Year are posted in two installments prior to the beginning of the Fall and Spring semesters. They are due and payable according to the Bursar billing due dates with all housing charges paid in full prior to mid-term exam period.

Your rent will be considered late if not paid in full by the midterm exam period, and you will be subject to eviction procedures for nonpayment.

Financial Aid Recipients

Financial aid recipients may use their financial aid (scholarships, grants,



CONTRACT
INFORMATION

loans etc.) to pay for their housing charges. Regardless of your financial aid status, all housing charges must be paid in full according to the Bursar's deferment options. The Office of Housing and Residence Life does not have access to a student's financial aid records.

Payment Options

- **Self-Service Online:** Your student account (housing charges) can be paid via the internet by using a service called QuikPAY. QuikPAY can be found by logging into your OneStart account, view "Self Service" tab, find "Bursar" channel and click on "Make a Payment" (<http://bursar.iupui.edu/quikpay.htm>).
- You may also create Authorized Payers, who can use a unique user code/password that you can assign. Authorized payers (parents, etc.) can set up personal checking, credit card, or savings account information that can only be seen by the payer, and they can access it to make payments directly to your bursar account.
- **In Person:** In-person services, drop box and payment processing is available in Campus Center Suite 250.
- **U.S. Mail:** IUPUI Bursar's Office, P. O. Box 6020, Indianapolis, IN 46206-6020.

Subletting/Contract Transfer

The Housing and Residence Life Contract Agreement and the right of occupancy are not transferable or assignable. Transference of assignment to siblings, children, extended family or others is not permitted and shall result in contract termination, fines and/or disciplinary action deemed appropriate by the Office of Housing and Residence Life. Persons other than those on the contract agreement or authorized and on record with the Office of Housing and Residence Life may not occupy the premises on a permanent or semi-permanent basis.

Returned Checks

All returned checks will be assessed a \$27.50 or 5% of the check with a \$250 maximum service charge.

Appendix I: Sample Damages, Fines and Other Charges

The following is a list of potential damage and fine charges. Depending on the severity of specific damages, the actual cost can vary. The best way to ensure that no damages or fines are incurred is to maintain a safe and clean living environment, avoid damaging or altering the facilities, report any potential damages or maintenance needs in a timely manner, and follow all policies.

Ceiling

Paint	\$100
Patch Plaster (minimum)	\$50

Light Fixtures

Room Light	\$150
Replace Lens	\$75

Doors

Set of Closet Mirror Doors	\$200
Bathroom Stall Doors	\$250
Ball Hall Door Vents.....	\$325
Apt Bdrm Door Frame (minimum)	\$200

Miscellaneous Damage

Trash Can	\$30
Room Clean Up	\$75
Trash in Hallway.....	\$100
Cable Ends	\$15
Remove Screws, Nails (minimum).....	\$25
Switch Cover	\$25
Toilet Seat.....	\$45
Shower Bar	\$25

Example of Other Fines

Lock Change/Loss of Room Key (per lock/key).....	\$90
After Hours Key Replacement	\$100
Loss of Mailbox Key (Apartments).....	\$10
Excessive Lock Out Charge.....	\$10
Unauthorized Pet.....	\$50
Second Pet Violation	\$100
Fire Equipment Violation.....	\$100
Building Security Violation	\$100
Improper Move Out.....	\$50
Failure to Turn In Room Key.....	\$90
Excessive Nail Holes in Walls.....	\$25
Unauthorized Removal of Furniture.....	\$50
Removal of Window Screen.....	\$50
Fire Hazard Violation	\$100

CONTRACT
INFORMATION

Trash Removal (minimum charge)	\$25
Unauthorized Appliance Per Unit	\$25
Change to Contract Agreement.....	\$50
Excessive or Unauthorized Room Changes	\$100
Smoking	\$25

Access Control

Card Reader	\$500
-------------------	-------

Floors (prices are minimums)

Bicycle Tread Marks	\$75
Burns/Cigarette.....	\$50
Burns/Iron.....	\$75
Stains	\$25
Rips in Carpet.....	\$50
Tile Damage.....	\$50
Linoleum Damage.....	\$50
Replace Single Rm Carpet.....	\$350
Replace Double Rm Carpet.....	\$475
Duct Tape/Other Residue.....	\$25

Furniture

Clean Upholstered Furniture (per section)	\$35
Upholster Lounge Sofa	\$600
Upholster Lounge Love Seat	\$475
Upholster Lounge Chair	\$400
Replace Desk Chair.....	\$100
Replace Love Seat Apt/Town.....	\$450
Replace Sofa Apt/Town	\$700
Replace Casual Chair Apt/Town.....	\$375
Replace Desk.....	\$300
Replace Top Carrel.....	\$175
Replace Dining Table	\$300
Replace Dining Chairs	\$100
Replace Chest of Drawers.....	\$350
Replace End Table.....	\$150
Replace Coffee Table	\$175
Replace TV Stand.....	\$250

CONTRACT INFORMATION

Fire Safety

Recharge Extinguisher.....	\$100
Fire Alarm Box.....	\$150
Smoke Detector	\$100
Strobe Alarm	\$200
Evacuation Map/Cover	\$25
Lighted Exit Sign.....	\$300

Mattresses

Single Mattress	\$150
Double Mattress.....	\$250
Double Box Spring.....	\$250

Bed Frame

Single Bed Frame.....	\$200
Double Bed Frame	\$250

Walls

Ceramic Tile Replacement	\$200
Paint One Wall of Room	\$100
Paint Entire Standard Room	\$300
Patch Plaster (minimum)	\$50
Apartment Wood Doors.....	\$500
Interior: Refinish & Paint/Side	\$100
Exterior: Refinish & Paint /Side.....	\$135
Remove Stickers/Graffiti (minimum)	\$50

Appliances

Stove	\$500
Microwave	\$200
Dishwasher	\$450
Garbage Disposal.....	\$100
Refrigerator	\$450
Washer	\$500
Dryer	\$500

Windows

Replace Glass (insulated) (minimum).....	\$175
Replace Glass (standard) (minimum)	\$75
Screen - Replace.....	\$50
Replace Blinds (minimum)	\$50
Remove Stickers/Graffiti (minimum)	\$25

CONTRACT
INFORMATION

IUPUI CAMPUS HOUSING MAP



