

Resident Student Handbook

The Campus Housing Contract is an explicitly worded legal document, an agreement between the student and the University. The contract should be read carefully. Any questions about this contract should be referred to housing@uic.edu[mailto:housing@uic.edu].

As noted in the Housing Contract, the policies of our Residential Code of Conduct are part of a resident's contractual relationship with Campus Housing. These policies help establish equitable rights and services for present and future residents. A handwritten or electronic signature on the Housing Contract is the legal agreement to abide by the provisions in the contract and the regulations in this guide.

Residential Code of Conduct [🔗](#)

Alcohol



- The possession, purchase, consumption or transportation of alcoholic beverages or powdered alcohol by any person under twenty-one (21) years of age is illegal under Illinois law. Students who are 21 years of age or older are permitted to consume alcoholic beverages in moderate quantities in residence hall rooms; however, students are not permitted to consume alcoholic beverages in public places or to dispense alcoholic beverages at functions. Abuse of alcoholic beverages will be considered a violation of university policy and will not be construed as a mitigating factor when students are involved in violations of university regulations.
- Students who are of legal, under Illinois law, drinking age (21) are permitted to responsibly consume alcoholic beverages within their living environment. Students or guests who are not of legal drinking age may not possess or consume alcoholic beverages anywhere in the residence halls. Upon violation of any part of this code, residents may be required to dispose of all alcohol in the room immediately under hall staff supervision. The residence hall staff may relocate all alcohol in the room to another location for removal and/or disposal purposes. Residence hall staff will appropriately document the removal of these items.

The following conduct is expressly prohibited:

- Consuming or possessing alcohol or alcohol containers while under 21 years of age.
- Possessing an open alcoholic container in a public area (e.g., hallways, elevators, lounges, cluster bathrooms). Open is defined as any alcohol that is not in its original container and/or with a broken manufacturer's seal.
- Engaging in loud and/or disruptive behavior due to alcohol. This includes being visibly intoxicated, vandalism, damage to property, and/or adversely affecting other members of the community.
- Providing alcohol to someone who is not yet 21 years of age.
- Having any form of drinking contest/game or devices facilitating irresponsible drinking (e.g., beer bongs, beer pong tables).
- Consuming alcohol in your room, apartment, and/or cluster in the presence of others under the age of 21, except for other residents of the space that are under the age of 21.
- Failing to produce valid age identification upon request by University or Campus Housing staff.
- Possessing alcohol in quantities that exceed 1 quart of hard liquor or 1 gallon of wine, champagne, or beer or more than one (1) case (24 cans/bottles) of beer.
- Possessing a keg, mini keg, pony keg, or other similar common source container.
- Advertising (e.g., flyers, social media, word of mouth) events where alcoholic beverages are served to guests in an individual student room, apartment, cluster, and/or other Campus Housing spaces.
- Severe intoxication that results in transport to a medical facility or causes concern for the student's wellbeing.
- Displaying alcohol container collections and/or displays (empty or unopened).

- Hosting organized social functions with alcoholic beverages in the residence halls without the expressed, written authorization of the Executive Director of Campus Housing or designee.

Cannabis/Controlled Substances/Drugs

The following conduct is expressly prohibited:

- Paraphernalia – The possession of any equipment, product, or material of any kind containing evidence of or primarily intended for use with any drug and/or controlled substance prohibited by federal or state laws.
- Possession of Drugs and/or Controlled Substances – The possession of any drug or controlled substance prohibited by federal or state law.
- Cannabis – The use, possession, furnishing, or distribution of cannabis, in any amount or in any form, is prohibited on UIC property. Under federal law, recreation and wellbeing and medical use or possession of cannabis is illegal on campus property. Legal off campus (non-UIC property), possession or distribution of cannabis, is not subject to this policy.
- Use of Drugs and/or Controlled Substances – The use of any drug or controlled substance prohibited by federal or state law.
- Sharing, Furnishing, and/or Distributing Drugs and/or Controlled Substances – Manufacturing, producing, selling, furnishing, exchanging, or otherwise distributing drugs or controlled substances prohibited by federal or state law.

Non-Compliance



Students who do not cooperate with university and/or Campus Housing officials in the performance of their duties will be considered non-compliant and have such non-compliance factored into assessments of culpability and sanctions

The following conduct is expressly prohibited:

- Failing to possess and/or present a valid i-Card when requested or misusing/misrepresenting a form of identification (e.g., residence hall entry, Resident Assistant request during suspected policy violation). Non-compliance is inclusive of forging, altering, and/or using university documents, records, or other forms of identification with the intent to defraud.
- Attempting to bribe any staff member or student.
- Failing to comply with a reasonable request or summons (verbal or written) made by a Housing staff member, security guard or other University official.
- Making a knowingly false statement or providing false information to a university or Campus Housing official engaged in the performance of their duty.
- Interfering with, mistreating, or otherwise abusing a staff member and/or their authority.
- Violating an established and mutually agreed upon Roommate Agreement.

Health, Safety, and Security



Residents must not create or contribute to an environmental hazard that is deemed to be a danger or threat to the health and/or safety of any individuals or the community at large.

The following conduct is expressly prohibited:

- Propping any exterior doors or bathroom doors open.
- Failure to evacuate a building immediately upon a fire alarm or instruction of Residence Life Staff or other Emergency Response personnel.
- Tampering with, disabling, or misusing fire alarms, smoke detectors, or other fire/safety related equipment may result in a fine up to \$500.
- Misuse of emergency exits. Misuse of an emergency exit may result in a fine starting at \$100.
- Intentionally or unintentionally damaging property by fire or explosives or other means or the result of activation of any fire/safety procedures. Any resident found in violation of this provision could face fines, and restitution for damages.
- Possessing prohibited items or other items deemed inappropriate by the residence hall staff. Note: Illinois's Concealed Carry law strictly prohibits firearms on university property which includes residence halls. See 430 ILCS 66/65 for more information on prohibited areas. Please see the Prohibited Items section below.

Violations of Rights of any Person

Violation of the rights of any person is prohibited. Residents must uphold the reasonable standards expected and/or set in a community, including but not limited to, health and safety standards, environmental standards, and/or social interaction standards. Policy violations regarding those listed below will be redirected to the Office of The Dean of Students, the Office of Access of Equity, or the University Police as deemed necessary by Campus Housing personnel. For more information see the following policies:

- [Hazing](https://dos.uic.edu/community-standards/community-standards-forms/)[<https://dos.uic.edu/community-standards/community-standards-forms/>]
- [Bullying](http://chrome-extension/efaidnbmnnnibpcajpcglclefindmkaj/https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf)
[<http://chrome-extension/efaidnbmnnnibpcajpcglclefindmkaj/https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf>]
- [Harassment](https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf)
[<https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf>]
- [Sexual Misconduct](https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf)
[<https://dos.uic.edu/wp-content/uploads/sites/262/2021/09/Student-Disciplinary-Policy-2021.pdf>]

Unauthorized Entry/Keys



Residents are responsible for their room keys and must always have them in their possession.

The following conduct is expressly prohibited:

- Failure to return keys upon departure from Campus Housing. If a resident does not return keys upon departure or has forced Campus Housing to change the locks because of the lack of communication with the department, they will be charged the fee to change the room/cluster locks.
- Unless engaged in an authorized room change, residents should never be in possession of unauthorized keys. If found to be in possession of unauthorized keys, individuals will be subject to fines and/or the conduct process as deemed necessary by Campus Housing personnel.
- All instances of a loaner key check-out starting the Monday of the 2nd week of classes of each semester will result in a \$10 charge to your student account. If a loaner key is not returned within the 24-hour time limit, that student may be charged for the core of the locks to be changed and for replacement keys to the room. If these keys are too a suite or apartment, that student may be charged for all of the affected doors.
- If Campus Housing staff needs to conduct a lockout and key a resident into their space, a \$25 charge may be assigned to their student account.
- Excessive use of loaner keys. Students checking out loaner keys three times in one week or five times in one semester may be required to meet with their Assistant/Resident Director. Misuse or overuse of this service may result in charges assessed to change the core of the locks and order replacement keys.
- Failure to present keys when requested by Campus Housing staff. When a resident has used the loaner key service three (3) times, they will be contacted by staff and asked to present their room key. If a room key cannot be presented at any time at the request of a staff member, a core change and replacement keys will be ordered by Campus Housing staff and the resident will be charged.
- The misplacement or loss of Campus Housing keys. If keys are lost, residents must report their lost key to the front desk immediately. The replacement costs for lost, damaged, or stolen keys are as follows:
 - Damaged or Broken Keys – \$8.00
 - Lost Closet Key (no core change) – \$8.00
 - Lost Closet Key (core change) – \$90.00
 - Lost Room Key (automatic core change) – \$98.00
 - Lost Room FOB (ARC room key replacement) – \$50.00
 - Emergency Core Change (after business hours) – \$180.00
- Transferring, duplicating, or lending Campus Housing issued keys. Residents may be charged for replacement keys, re-coring, and other related expenses due to unauthorized key transfer, duplication, or other related conduct.

- Unauthorized entry to or use of the residence halls. Unauthorized entry into any Campus Housing office/space is prohibited and may constitute trespassing which will result in Campus Housing conduct procedures and may be pursued by university police.
- Entering a space that has been designated closed for cleaning or repair by any University staff.
- Presence on roof areas, in attics, or other exterior portions of the building, or climbing into or out a window or on top of an elevator.
- Being present in a bathroom designated for use by a gender identity of which that individual does not identify.

Disruptive Behavior

The following conduct is expressly prohibited:

- Disorderly conduct or behavior, including fighting, assault, other acts of physical violence, indecent exposure, throwing any liquid or objects or participating in a water fight, food fight or behavior determined by Campus Housing staff as endangering the health and safety of oneself or others.
- Impeding freedom of movement of persons within and around the residence halls.
- Partaking in conduct, which is disorderly, lewd, or indecent and/or creating a breach of peace.
- Gambling of any kind in the residence halls. Gambling includes raffles, illegal wagering, unauthorized games/ contests of chance, and other related conduct.
- The throwing/dropping of objects and any type of liquid out of windows and off balconies, ledges or roofs is prohibited.
- Failure to comply with quiet hours. Quiet Hours are times when all noise must be kept to a minimum. Any noise beyond a reasonably minimal level during quiet hours is not permitted. Individual floors may make the quiet hours beginning and ending times more restrictive as part of their community standards. Courtesy Quiet Hours are always in effect in Campus Housing facilities. This means that at any time, a resident, UIC neighbor or retail vendor may ask another resident or their guest to reduce the noise to a reasonable level. Please respect such requests of others and try to determine a compromising noise level before involving Campus Housing staff.

Quiet Hours are in effect during the following periods in all Campus Housing facilities:

- Sunday – Thursday from 10:00pm – 8:00am
- Friday – Saturday from 1:00am – 10:00am
- Last Week of Classes and Finals Week – 24 hours a day
- Courtesy Quiet Hours – 24/7



The following conduct is expressly prohibited:

- Theft of property, including intellectual property, cable services and internet services, or the appropriation of any university property such as lounge furniture, dining room equipment, or laboratory equipment for unauthorized use.
- Unauthorized interference with the use, sale/transfer, or conversion/theft of private property belonging to the University or other students. Engaging in this type of activity will result in sanctions and possible restitution from not only Campus Housing, but possible involvement with University Police.
- Storing bicycles in hallways or other indoor public areas. Bicycles may be stored in a resident's room but may not be kept in residence hall public areas such as corridors, clusters, lounges. Residents may not lock bicycles in unauthorized areas like buildings, building signs, or other non-bike racks. MRH, TBH & JST have indoor bike rooms; access can be given by the front desk of the residents' building.
- Use of the Academic and Residential Complex (ARC) fitness center is restricted to ARC Residents. Guests of ARC Residents are not permitted to use the ARC fitness center.
- Being in possession, displaying, and/or harboring any stolen items. This includes, but is not limited to, highway signs, public transportation signs (e.g., CTA, Metra), and University property.
- Unauthorized use of Campus Housing cable, printing, internet. The stealing or misuse of internet, printing, and other services or tampering with the internet signal or jacks will result in fines and/or the conduct process.
- Residents may only cook in designated areas, which include common area kitchens and apartment kitchen areas in SSR, MRH, and TBH. Cooking is permitted in residence hall rooms with appliances as allowed in these policies and procedures. Cooking appliances should be used only for cooking food. You must not leave your cooking unattended: this is a fire hazard.
- All electrical equipment used must be UL (Underwriters Laboratory) approved. Overloading of circuits is prohibited. Multiple wall sockets and prongs are not permitted. Extension cords/power strips are allowed if they are: 12- or 14-gauge wire, have a UL approval sticker, and are not damaged in any way.
- The presence and/or use of motorized vehicles within the residence hall. Motor vehicles may only be parked outside the residence halls where authorized. <https://policies.uic.edu/uic-policy-library/facilities-and-safety/policy-on-e-scooters-and-other-low-speed-motorized-personal-transportation-devices-on-campus/>
- Playing sports, using recreation and wellbeing equipment, or playing active games in the residence hall corridors/rooms. This includes, but is not limited to, the use of skateboards, hoverboards, bicycles, unicycles, roller blades, scooters, wheeled gym shoes, or roller skates in a resident's room or in public areas is prohibited and may result in the conduct process.
- Moving, relocating, interfering with the use of, or stealing University/Campus Housing equipment or furniture from its original location (e.g., a lounge, any public or common area, or a storage or maintenance area) to a resident's room or any other area. Residents may be subject to fines and/or the conduct process.

- Unauthorized room changes. No person should change rooms until receiving proper authorization from the staff in the Central Housing Office. A resident moving without approval may be required to move back, may be assessed a service charge, and may face disciplinary action. Room change guidelines are listed in a separate section of this Resident Student Handbook. Residents may receive additional information about authorized room changes from their RA, Resident Director, or the Director for Administration in the Housing Office.
- In instances where the other side of an assigned room is vacant, it is not permitted to use the vacant side's furniture or place belongings on the vacant side of the room. It is permitted to cover the empty mattress with a bedsheet.
- Failing to abide by Campus Housing's Room Decorating Guidelines:
- Lofting of beds is not permitted.
- Construction and painting are not permitted.
- The addition of burnable materials to the room is to be kept to a minimum. The amount of wood used to construct anything is of serious concern. Use of cloth, fish netting, paper, or any other burnable material to provide a false ceiling is particularly hazardous and therefore not allowed. No natural vegetation of a combustible nature will be permitted. Christmas trees, evergreen boughs, branches with dead leaves and straw are examples of natural materials that are considered hazardous and thus not permitted. No more than 50% of the wall space should be covered with burnable materials (e.g., papers, photos, posters, cloth).
- Doors must be free to open to their designed width.
- If furniture is missing from the space, the resident will be charged unless notated in the Room Condition Report at the start of the year. Resident room furniture may not be moved out and stored or taken out of the building. Mattresses must remain on the bed frames. No furniture or heavy objects may be stacked on other furniture/room equipment.
- Nothing may be extended beyond the interior of the building or beyond the doorway of the resident's room into the corridor. This includes, but is not limited to, outside antennas, posters, or banners.

Vandalism



The following conduct is expressly prohibited:

- Damaging, defacing, or deliberately destroying or tampering with property (including computers, internet equipment, vending, laundry machines, or game machines) or action which could cause damage to such property.
- Starting a fire of any kind inside the residence halls. This includes but is not limited to lighting candles, incense, fireworks, etc. Failure to report any intentional or accidental fire will result in the resident being subject to the conduct process and possible University police intervention.
- Unauthorized modification, interference, or damage of residence hall facilities or equipment in rooms, clusters, suites, or apartments. This includes, but is not limited to, tampering with an elevator, vandalism, refuse left in hallways, intentional and unintentional damage, adding any type of private security system or an additional or different lock to the doors or windows. This includes attaching antennas or other devices on the exterior of the building. Any movement of a window screen or window from its intended position is strictly prohibited. Only the lower interior movable window may be raised or lowered. Residents will be individually charged for damage they or their guests cause and for those caused by their appliances (e.g., lamps, clocks, radios) or other possessions. Charges for damages (including administrative costs) are based upon actual repair or replacement costs to restore the room or facility to its original condition. You will also be liable for any extra or unusual housekeeping or administrative service that may be necessitated by these actions. Common area damage attributed to vandalism or misuse will be billed to the entire hall, floor or complex if the person(s) responsible cannot be identified. The residence life staff will make the determination about which group of students to bill. Individual residents found responsible for vandalism anywhere in or around the residence halls will be subject to discipline, including, but not limited to, restitution for the damage.

Solicitation



Solicitation

The following conduct is expressly prohibited

- Posting notices, flyers, or similar advertisements larger than 11"x17" and/or without approval from an Assistant Director or designee. Upon approval, residents will be advised of specific locations of bulletin board spaces reserved for the purpose of personal notice posting. The following organizations/individuals are permitted to publicize within Campus Housing facilities with the approval of an Assistant Director of Residence Life or designee: Campus Housing, Residence Hall Association, National Residence Hall Honorary, Student Centers, Athletic Departments, Academic Units, Campus Ministries, currently registered UIC student organizations, other campus units, and resident students needing or offering a tutoring service, needing or offering rides, buying or selling textbooks, or wishing to find someone to take over their residence hall contract. Any other reasons for posting material need to be reviewed by an Assistant Director or designee.

Posting materials outside of the following Publicity Guidelines:

- Materials must not indicate that alcoholic beverages will be provided.
- No offensive or sexually suggestive language, pictures, graphics, or drawings may appear.
- Materials to be placed in residents' mailboxes must be no larger than 8 ½" X 14".
- Banners (any publicity exceeding 11" X 17") and any form of publicity are subject to approval based on space availability in residence hall facilities.
- Residents may not hang banners or signs outside their windows or outside of any residence hall without permission of Campus Housing staff.
- All approved flyers, posters, and materials to be placed in residents' mailboxes will be distributed and/or posted by Campus Housing staff. These materials must be delivered at least three working days prior to the event. Approved banners must be posted and removed by the sponsoring organization.
- Unauthorized door-to-door solicitation.
- Running of any type of business out of the residence hall.
- Soliciting, selling, or advertising in public spaces in or outside of residence halls that does not conform to the following guidelines.
- No group or individual may be in any of the public areas of the residence halls to solicit, sell, advertise, or in any way promote an event, organization, or cause without the approval of Housing Officer or designee. Official UIC organizations or departments are allowed to distribute information, have a bake sale at tables in the lobbies of the residence halls.
- Reservations must be made at least three working days in advance with the full-time support staff or their designee.

- A Residence Life Assistant Director or designee must approve the information and/or set-up prior to the table being staffed or set up.
- Voter registration tables will be permitted with proper reservation.
- Groups not officially connected with UIC must have the expressed, written approval of an Residence Life Assistant Director to have a lobby table.
- Postings are only permitted in designated areas.

Smoking

UIC is a tobacco-free campus (including smokeless tobacco products). “Tobacco Products” is defined as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes, vaporizers, and smokeless tobacco products. Please see Tobacco Free UIC for further information.

The following conduct is expressly prohibited.

- The use of any tobacco product as defined above or the smoking of any other substance in residence halls, university buildings and vehicles. Being found in violation could result in confiscation of tobacco products or related paraphernalia or fines for damage to the building and/or cleaning costs.
- Possession of tobacco products as defined above by any individual under 21 years of age.

Guests



Resident students will be the host for any guest they bring into the residence hall and are always responsible for the actions of their guests. Guests must always be signed in and out and always escorted by the resident student. A guest is defined as any individual who does not reside within your specific room. All guests must be 18 or older and able to present a UIC ID Card or valid government issued ID at the front desk. Guests under 18 must be accompanied by a parent or guardian. Residence hall staff reserve the right to immediately escort non-residents who are exhibiting behavior described as inappropriate in the Resident Student Handbook out of the building.

Host Responsibilities:

- Guests are only able to be checked in between the hours of 8AM and 11:45PM. Any resident student attempting to check-in a guest after 11:45PM will be unable to do so.
- Failing to supervise your guest properly
- All guest(s) must always be escorted by the resident student. Guests are not permitted to be in the halls if the resident student is not present.
- The resident student will be responsible for informing their guest of all University and Campus Housing policies and regulations. The resident student may be subject to conduct action for their guest's misconduct and may be liable for any damage caused by them.
- A resident student may not host a guest in the residence halls who is not permitted to visit due to previous violations of policy or other conditions as determined by the residence hall staff; the resident student will be held liable for conduct action and the guest will be asked to leave immediately.
- Resident students may only have up to three (3) guests total at any one time in their room; in JST, MRH, and TBH, the total number of guests in an apartment or suite is limited to 12.
- Allowing a guest into a residence hall without following required security protocols.
 - All guests need to be signed in and out at the front desk. UIC student guests should provide their i-Card; non-UIC guests should provide a United States government issued Driver's License, State ID, or Passport. Exceptions for other IDs may be approved by the Residence Director or designee.
 - If a guest is not properly signed out, the resident will receive guest verification emails, which may result in a conversation with Campus Housing staff.
- Overnight guests may stay no more than three (3) nights in any two (2)-week period in Campus Housing.
- Only one overnight guest is permitted per resident.

Unauthorized Animals



Pets are not permitted in Campus Housing with the exception of fish in 10-gallon tanks or smaller. All other animals are classified as unauthorized animals.

- An unauthorized animal is defined as any animal that is brought into UIC Campus Housing facilities without prior completion of the Assistance Animal approval process through both the Disability Resource Center and Campus Housing.
- No other animals are permitted in Campus Housing facilities at any time, even for a brief visit. Residents will assume ownership responsibility for the actions of their guest bringing an unauthorized animal into Campus Housing facilities. Campus Housing has an unauthorized animal policy to ensure the health and safety consideration of our students and staff and the challenges presented by adding animals to our already densely populated residential facilities. Residents who violate this policy undermine the legitimate accommodation needs of other residents and the campus community.
- Campus Housing requests that those who currently have an awareness of an unauthorized animal within the community, please bring this to the attention of their RA or RD immediately as residents of the community have a duty to report to Campus Housing staff.

Residents who have an unauthorized animal found in their possession while residing in Campus Housing facilities are subject to the following:

First Offense: The owner of the unauthorized animal must immediately remove the animal, pay a \$300 fine, and any additional cost for any damage to UIC Campus Housing's residential facilities. Additionally, the owner will participate in a formal conduct process with Campus Housing.

Second and Subsequent Offenses: The owner of the unauthorized animal must immediately remove the animal and pay a \$500 fine in addition to the cost of damages. The owner is also subject to further conduct action up to and including removal from Campus Housing.

- Regular follow-up visits will be made by the RA/RD to ensure the animal has been removed and is not returned to the community.
- Residents with an awareness of an unauthorized animal in their community that fail to report the information to Campus Housing staff are also subject to the conduct process.



Americans with Disabilities Act (ADA) Accommodations



Requesting Accommodations

To receive an accommodation for a disability within Campus Housing, students need to register with the Disability Resource Center (DRC). Students need to make an appointment with the DRC to receive an accommodation. When a prospective student with a disability applies for on-campus housing, a conversation between Campus Housing staff, the Disability Resource Center, and the student will determine what kind of accommodation may be necessary.

Personal Assistants



- Because the University cannot assume responsibility for assistance with personal care, it is important that a student realistically estimate their abilities or potential for the need of assistance. This determination can be made while on a campus visit during which time an evaluation will be made to determine the need and level of personal care and special housing that may be necessary.
- The Disability Resource Center will provide assistance in identifying resources in the community to help the student locate appropriate assistance. However, the responsibility for the hiring of that personal assistant and successive assistants is that of the student. The DRC may do some minimal orientation regarding personal assistant care, but realizing each student's unique and specific routine, it is the responsibility of the student with the disability to train their assistant relative to their own routine.
- Some students with disabilities and their assistants may choose to live together in the same residence hall. Many assistance situations will be on a "drop-in" or non-roommate arrangement. Need and personal preference also help determine living arrangements. Campus Housing staff will assist in the appropriate room and roommate assignments. If a live-in personal assistant is used, the assistant must be a UIC student who has signed a residence hall contract.
- Each student who is identified as needing an assistant should keep in mind that competent assistant service is an absolute necessity for their success at college. The assistant is employed by the student, and all expectations and responsibilities should be kept very clear. It is very important that the student with the disability and the personal assistant communicate honestly and effectively. Should serious problems arise in the student/assistant arrangement, Campus Housing staff and the Disability Resource Center staff can assist in problem solving. If a live-in assistant arrangement proves unsuccessful, the assistant may need to move from that room to another available space. These details will be determined by Campus Housing according to the nature of the conflict and the availability of accessible space on campus. The student must initiate the process of securing another assistant. An unsatisfactory relationship can be very disruptive to schooling, so every effort should be made to communicate and resolve differences.
- A student who needs assistance for personal care and chooses not to employ an assistant should not expect residence hall staff or students living in the vicinity to provide care. Furthermore, failure to secure the services of a personal assistant, when necessary, may result in contract termination through appropriate disciplinary action. If Campus Housing or the student becomes aware of a change in needs during the contracted term, a reassessment of the student's needs may be required.

Service Animals and Assistance Animals



Campus Housing has recognized the importance of service and assistance animals to individuals with disabilities and has established the following guidelines regarding these animals. Students who require reasonable accommodation for work, tasks or therapeutic support are allowed to have such animals. If you are seeking to have a service or assistance animal live with you in the residence hall, please contact the Disability Resource Center for assistance.

Guidelines for Service or Assistance Animals in the Residence Hall

- The service or assistance animal must be registered with the Disability Resource Center (DRC) and have been approved by the DRC and Campus Housing prior to bringing the animal to campus. The student is required to provide all requested documentation to Campus Housing (Service/Assistance Animal Agreement, Veterinarian Checklist, Photo of Animal). Campus Housing and the DRC should be updated with any changes. The student is responsible for assuring the animal does not unduly interfere with the routine activities of the residence hall, or cause difficulties for other residents.
- The student is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to replacement of furniture, carpet, windows, walls, and doors. The student is expected to cover the cost set by Campus Housing at the time of repair and/or the date the student moves out (whichever is sooner). The student's room may be inspected for pests once a semester or as needed. If pests are detected, the room will be fumigated and subsequently inspected by an approved pest control service and the student will be billed this cost.
- Animals may not be left overnight to be cared for by another student. Animals must be taken with the student if the student leaves campus for a prolonged period. Assistance animals must be always contained within the residence room. Service Animals may travel freely with the student through Campus Housing as needed while on a leash or harness. When the animal and student are outside the student's room, the student should carry proof that the animal has been previously approved, should they be questioned by university staff.
- The student is responsible for the health and well-being of the animal. The student is solely responsible for cleaning up after the animal and properly disposing of any waste from the animal. Any violations will be documented, and the student will be referred through the conduct process to Residence Life professional staff. The student is responsible for all contractual agreements found in the housing contract and in the resident student handbook. Should the animal be removed for any reason, the student is still expected to fulfill their housing contract obligations.



Rooms and Contracts

Room Change Requests

Requests for a change from one room to another, whether in the same residence hall or to a different hall, begin with a Resident Assistant (RA). It is very important for safety as well as billing that students live in their official assignment. Unauthorized moves may result in a \$100 charge, and residents may be required to move back to their original assignment locations. RA staff will work with their Resident Director to provide support for requests that require escalation.

Residents are assigned to the same room for both semesters. Unless there are urgent and exceptional circumstances, room changes do not take place during:

1. The first two weeks of each semester (to allow roommates to get to know each other).
2. After the Thanksgiving Break and before Winter/Semester Break, as this is a critical time leading up to exams.
3. The last four weeks of the academic year.

Roommates who cite roommate conflict as the reason for room change request will follow the process below:

1. RA meets with residents to have a facilitated dialogue (mediation).
2. Roommates update roommate agreement based on discussion with RA (RA present to facilitate).
3. Roommates use the new roommate agreement guidelines for 1-2 weeks.
4. RA follows up with roommates to determine effectiveness of the roommate agreement.
5. If the situation does not improve, RA will take the steps below (#2) to determine room change needs.

How to request a room change:

1. Contact your RA to discuss your room change request needs and reasons for the request.
2. Your RA will escalate your room change request to their supervising Resident Director, providing information they've gathered during their initial conversation with you.
3. Your Resident Director will review available vacancies to determine what options exist to meet the requested change.
4. If approved, you will receive a room change confirmation via email that outlines the steps to follow from our Housing Assignments Coordinator.

Contract Cancellation

Contract Cancellation

Academic Year 2024-2025 contract cancellations received on or before June 16, 2024, will not have the \$500 cancellation charge applied to their student account.

Residents are bound by the terms of the Campus Housing contract agreement and are responsible for room, technology access, and, if applicable, meal plan charges, unless a release is approved by the Director of Administration or their designee.

Residents terminating their agreements will be charged room rates and/or a cancellation charge based on the [refund/rate schedule](https://housing.uic.edu/cancel-3/).[\[https://housing.uic.edu/cancel-3/\]](https://housing.uic.edu/cancel-3/)

Residents terminating their agreements will need to cancel meal plans directly through Dining Services.

To submit a contract cancellation, please [submit our cancellation form](https://apps.housing.uic.edu/dock/app/cancel/request/resident/) [\[https://apps.housing.uic.edu/dock/app/cancel/request/resident/\]](https://apps.housing.uic.edu/dock/app/cancel/request/resident/) here.

Contract Cancellation Appeals

Students that have cancelled their Housing contract may appeal the \$500 cancellation charge and any non-refunded Housing charges. Meal plan charges may also be appealed by contacting [Dining Services](https://dining.uic.edu/)[\[https://dining.uic.edu/\]](https://dining.uic.edu/) directly, as Campus Housing does not have authority to grant meal plan appeals.

Students must complete an appeal form available from the Campus Housing office and submit all appropriate documentation relevant to their situation. Once an appeal is submitted, it will be considered by the Director for Administration and their designated staff. This committee considers the individual situation and decides to grant or deny the appeal based upon review of information and any additional documentation provided.

Contact the Campus Housing main office (312-355-6300) with questions.

Contract Cancellation Appeal Form

Meal Plan Cancellation

Meal plan management including cancellation of an existing meal plan can be done at wallet.uic.edu [\[https://wallet.uic.edu/\]](https://wallet.uic.edu/). For further information and support, please contact the Dining Services at dining@uic.edu[\[mailto:dining@uic.edu\]](mailto:dining@uic.edu).

Your Unit

Prohibited Items



The policies of the Residential Code of Conduct highlight explicit behaviors that are permitted/not permitted in the residence halls. In addition, the following list of items is expressly prohibited:

- Weapons of any kind. For this policy, weapons include, but are not limited to, firearms, knives, ammunition or other dangerous weapons, substances, or materials, bombs, explosives, or incendiary devices. This is not an all-encompassing list. This rule is inclusive of weapon imitations and their accessories, such as air soft guns, laser pointers, scopes, optics, etc.
- One microfridge per bedroom in the Academic and Residential Complex (ARC)
- Refrigerators with interiors larger than 4.6 cubic feet or greater than 2.9 amps.
 - One microfridge per resident in residence halls outside of the ARC
- All types of microwave ovens are prohibited in all other halls unless built into the apartment or a part of a Microfridge unit
- Appliances with an external heating unit or open flame g., hot plates, toasters, space heaters or cooking appliances.
- Cooking appliances that can be used in your space include coffee makers & electric hot water kettles.
- Cooking appliances that can be stored in your space, but must be used in the kitchen, in your space, or in the community kitchen include air fryers, rice cookers, and crock pots. These items must be supervised while in use.
- Although ice makers are allowed, we only allow either an ice maker OR Microfridge. Students may not have both.
- Halogen bulbs
- Hoverboards
- Incendiary devices, including alcohol torches, Bunsen burners, candles, incense, hookahs, other open flame/ filament or heating element devices, dangerous chemicals, fireworks, explosives, live cut Christmas trees, combustible decorations, mercury thermometers/other mercury containing items, weapons, firearms, or other items deemed inappropriate by the residence hall.
- Adhesive LED light strips
- Pets other than fish (See the Resident Student Code of Conduct)
- Power tools of any kind
- Subwoofers and other speakers over 100 watts
- Waterbeds
- Bed Lofting
- Security Cameras

If you are unsure if an appliance is allowed, please contact housing@uic.edu.

Cooking

Kitchenette facilities are available on the second floors of CTY, JST and the tower lounges of ARC, CMW, CTY, and JST. Be sure to maintain the cleanliness of the kitchen areas. It is important not to leave kitchens unattended while cooking food. Kitchenettes are accessible with a building entrance key.

Abandoned Property

Any personal belongings, valuables, or property left in the halls or on the premises after the student moves out shall be considered abandoned property and will be disposed of. The student will be responsible for all charges associated with the disposal of abandoned property.

Storage

Storage

Storage

- Campus Housing does not offer storage options for students. We have partnered to promote [Dorm Room Movers](https://www.dormroommovers.com/) as a resource to residents. [Dorm Room Movers](https://www.dormroommovers.com/) is a private company and pricing, hiring of services, and other questions should be made directly to them.

Maintaining Your Space [↗](#)

Maintaining Your Space

- All the halls are equipped with air conditioning for your comfort. It is requested that you keep your room windows closed when the system is on. We experience a transition period each fall and spring—a period when temperatures fluctuate widely. Once we change from heating to cooling or cooling to heating, it is complicated and costly to change back. We ask for your understanding and consideration during these periods.
- Air conditioning and heating unit filter changes are one of the scheduled maintenance items that must be completed at least twice per year. You will be given notice before this procedure takes place.

Bed Bugs

- If you think you may have bed bugs in your living space, contact a Campus Housing staff member immediately or process a work order via the Campus Housing Dock.
- Campus Housing will work with you to immediately schedule an inspection/treatment date (typically within 48 hours) of the space reported and communicate that information to the resident. A Campus Housing staff member will also describe the bed bug procedure to the resident or residents reporting the issue. In cases of confirmed bed bug activity, all rooms within the unit will be treated and all residents are required to comply with treatment preparations to ensure that bed bugs do not spread from room to room during the treatment process.
- Additionally, since bed bugs are excellent hitchhikers, Campus Housing does not relocate students or replace furniture or mattresses in living spaces where bed bugs have been reported. If the room is not prepared by the time of the inspection, each unprepared resident will be charged the cost of the exterminator visit.
- After a space has been treated for bed bugs, a follow-up treatment is scheduled for two (2) weeks after the initial treatment date. If further treatment is warranted, the treatment process will be repeated until the space is clear of bed bug activity.

Cleaning and Maintenance



- The Building Service Workers (BSWs) are responsible for cleaning public areas of the residence halls daily. This includes such areas as laundry rooms, recreation and wellbeing rooms, special study sections, lounges, kitchens, and some washrooms. Residents are responsible for cleaning their own rooms. Washrooms in ARC Traditional Room Types and Commons West are scheduled to be cleaned every weekday; cleaning schedules will be posted for residents. Washrooms in the ARC Semi-Suites, CTY, PSR clusters and JST suites should be maintained by the residents of those areas. However, Building Service Workers are scheduled to check the washrooms to restock toilet paper in PSR, CTY & JST. Housekeeping service in SSR, MRH & TBH is limited to public areas. Cleaning schedules for washrooms will be posted.
- Neglected, unsanitary, or unclean areas should be reported immediately to your RA or to the Facilities Office (East: Room 25, Lower-Level Commons, 5-6520; West: Room 10 Lower-Level Single Student Residence, 5-6410; South: TBH first floor facilities office, 5-6111; ARC Campus Housing Suite). Private as well as public space should be treated as though it were your own. Help keep it clean and in good repair.
- Other services provided by the Facilities Office include exterminating, window washing and repair of appliances (e.g., kitchen stoves, refrigerators, and microwave ovens) in SSR, MRH & TBH apartments, and in lounges throughout all Campus Housing buildings.

Microfridges and Bedlofts

- Bed lofts are prohibited in all residential buildings. Microwaves (the university supplies a microwave to all apartments in MRH & TBH) are not permitted in resident rooms unless rented through mymicrofridge.com. [https://mymicrofridge.com/] mymicrofridge.com is the exclusive authorized supplier of microfridges (combination unit including a refrigerator, small freezer, and microwave) to UIC students. Microfridges can be rented through mymicrofridge.com and the items will be delivered directly to resident rooms.

Sustainability

- Campus Housing is committed to sustainability. Recycling containers are in all trash areas and around campus. Please read containers thoroughly and recycle accordingly. For more information, please visit sustainability.uic.edu.



Student Conduct System

Campus Housing Student Conduct Process

- If you have found yourself in a situation where you have been documented for allegedly violating policy, the process is conducted as follows:
 - An Incident Report is filed with Campus Housing
 - An allegation letter and hearing notification will be sent to inform you or the involved person(s)
 - A conduct hearing will take place—Depending on the severity of the situation, you may meet with an Assistant/Resident Director, Area Coordinator, Assistant Director, or your case will be referred to the Dean of Students Office
 - Typically, cases are transferred to the Dean of Students if the case deals with theft, assault, extreme vandalism, or other serious policy violations.
 - You will have the opportunity to review the documentation and explain from your perspective what occurred leading up to and following the alleged violation.
 - You and the hearing officer will discuss the situation in full and what potential outcomes may be assigned.
 - You will receive a letter with the findings of the hearing and any associated outcomes.

Rights and Responsibilities

Housing Staff Responsibility

- Before your hearing, you will receive an email with the alleged charges, a copy of the incident report, and a scheduled hearing time. These times are based on your listed academic schedule. You will have your case heard in a timely manner.

Student Responsibility

- After receiving your hearing notification letter, review the scheduled meeting time and if you have a conflict, respond immediately with alternate times and dates. If found responsible for a violation and an outcome is assigned for you to complete, complete all items by their designated due date(s).

Conduct Sanctions

There is no automatic conduct sanction for a specific behavior. Incidents do vary in their seriousness, degree of disruption to the community, and threat to the safety and welfare of residents. These factors will be considered when determining a sanction. Repeat policy violators generally receive more severe or numerous outcomes than first-time violators. Certain serious violations may result in contract termination upon the first offense.

The following sanctions are a non-exhaustive list of examples of what may be imposed for violation(s) of policies. Campus Housing staff may issue one or a combination of the following sanctions:

Residence Hall Warning:

An action which indicates that the behavior was inappropriate and subsequent Residence Hall infractions of any kind should not occur and could result in more serious action being taken.

Restitution:

An action where the respondent would make payment for damages caused (directly or indirectly) or for expenses incurred because of the behavior.

Behavioral Agreement:

An action where the respondent and staff member sign an agreement which outlines specific expected behaviors. Outcomes resulting from violations of the agreement are also included.

Restorative Service Project:

An action where the respondent may be required to provide a specific service, work project, or participate in a specific program.

Educational Seminar:

An action where the respondent is required to attend an educational seminar on such topics as alcohol and drug use and abuse.



Suspension of Hall Privileges:

An action where the respondent is restricted from hosting guests or borrowing equipment for a specific period.

Residence Hall Probation:

A stringent action in response to serious or frequent violations of residence hall policies. Probationary status is issued for a specific period and specific restrictions may be invoked on the respondent. Subsequent violation may result in termination of the Residence Hall contract and/or discussion of the matter with Dean of Students Office for possible review by the Senate Committee on Student Conduct.

Residence Hall Reassignment:

An action where the respondent would be assigned to another room within the residence hall system.

Residence Hall Contract Suspension:

If a student is involved in an incident that caused harm to another and/or them- selves, Campus Housing reserves the right of immediate suspension from the residence halls pending conduct action.

Residence Hall Contract Termination:

An action which cancels a student's Residence Hall Contract and removes their privilege to reside in any residence hall on either a temporary or permanent basis. Termination includes full financial responsibility for room and board charges up to the date of check out and other substantial penalties (usually loss of \$100 housing deposit, a \$100 cancellation penalty, and 75% of the remainder of the contract cost.)

Appeals



- Any student who receives a formal sanction (not including written or verbal warnings) has the right to appeal. An appeal is to be made based on one or both of the following issues:
 - Procedural Error—the conduct process was not followed as prescribed above.
 - New Evidence—relevant and significant information is now available which was not at the time of the hearing.
- Before deciding to appeal, the respondent should first review the Resident Student Handbook and the Residence Hall Contract to understand the policy that was alleged to have been violated. The appeal must be filed in writing to the hearing officer and must be received within two (2) business days of the date of the outcome letter, unless otherwise indicated in your outcome letter.
- A member of the Campus Housing Leadership Team or their designee will review the appeal submitted by the respondent to determine if there is a basis for appeal due to procedural error or new relevant evidence not available at the time of the hearing. If the appeal agent determines that there is no procedural error or no new relevant evidence not available at the time of the hearing, then the appeal will be denied, and the disciplinary action will be upheld. If either procedural error or new relevant evidence not available at the time of the hearing exists, then the appeal agent may change the disciplinary decision or may convene a new hearing. Student(s) must adhere to all initially assigned outcome(s) while their appeal is being processed.

Public Release

Public Release Policy

Campus Housing has the right to reproduce, use, exhibit, display, broadcast, distribute, and create derivative works of university-related photographs or videotaped images taken in public spaces of spaces and people in on-campus housing for use in connection with the activities of the university for promoting, publicizing, or explaining the university and Campus Housing. This includes, without limitation, the right to publish such images in the university's student newspaper, on Campus Housing social media, in alumni publications, on the university's website, and in public relations/promotional materials, such as marketing and admissions publications. These images may appear in any of the wide variety of formats and media available now and in the future to the university and Campus Housing, including, but not limited to, print, broadcast, videotape, and electronic/online media. All photos are taken without compensation to the resident or claims for payment or royalties. All electronic or non-electronic negatives, videos, slides, photographs, and prints are the property of and owned by the university. Any questions regarding this media disclosure policy should be discussed with the Director of Administration.