

Housing and Residential Life Policies (Updated September 15, 2017)

Introduction

At UC San Diego, we believe you will find living on campus is an integral part of your education. As a result of your community living experience, we hope that you will develop a concern and respect for others; make responsible choices and decisions about a lifestyle which suits you best; share your academic, social, and cultural experience with other students; and learn to live peacefully in close quarters with a diverse group of people. We encourage you to work toward developing a positive involvement in your community, based on your rights and responsibilities as a resident living on campus.

Please be aware that as part of your housing contract, everyone who chooses to live in our residential communities must abide by the rules and regulations of UCSD, including, but not limited to, the UCSD Student Conduct Code, the UCSD RESNET Acceptable Use Policy, all applicable local, state, and federal laws, and the Housing and Residential Life policies outlined below. All of these guidelines are here to establish a safe and secure living environment and to support your success as a UCSD student. Any student who anticipates or observes a potential violation of policy is expected to immediately remove themselves from the environment in which the violation may occur. One's presence during any violation of University or Housing policy ultimately condones, supports, and/or encourages the behavior or potential violation of policy.

It is important to realize that students living in a group environment affect each other's lives in many ways. We strongly believe that one's actions demonstrate one's commitment to respecting differences. In addition, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for behavior. Certain shared responsibilities such as mutual cooperation, inclusion, and respect are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors. Establishing a positive and supportive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Successful on-campus living, whether in the residence halls or apartments, means exercising your rights while recognizing your responsibilities in respecting the equally legitimate rights of the other members in your community.

Housing and Residential Life Policies:

In accordance with the University of California San Diego (UCSD) Single Undergraduate Residential Housing Contract, every UCSD student who lives in or enters our residential communities must abide by the rules and regulations of UCSD, including, but not limited to, the UCSD Student Conduct Code, the UCSD RESNET Acceptable Use Policy, all applicable local, state, and federal laws, and the Housing and Residential Life policies contained herein. This document describes residential-area specific policies and is incorporated into the UCSD Student Conduct Code (Section VII, Letter F). Violations of the rules and regulations described below may become the basis for a referral to the student conduct process. Additionally, breach of any term/provision of the Single Undergraduate Residential Housing Contract may result in contract cancellation prior to move-in, termination of the contract after move-in, or exclusion from future UCSD student housing application processes.

1. Alcohol:

a. Under twenty-one (21): Federal law, California State Law, and University policies prohibit persons under the age of twenty-one (21) from consuming, possessing, soliciting, procuring, selling, or manufacturing alcohol at any time. Persons under the age of twenty-one (21) in the presence of alcohol, with or without objective signs of intoxication, may be in violation of this policy. Alcohol possession or consumption which can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of this policy;

b. Over 21: Residents who are twenty-one (21) or older and their guests who are twenty-one (21) or older may possess and/or consume alcohol in the resident's contracted bedroom space so long as they are following all other University policies. Manufacturing alcohol or providing alcohol to those under the age of 21 is prohibited. Residents who are 21 or older must store open, sealed, or empty alcohol containers in their own contracted bedroom space and must dispose of or recycle empty alcohol containers regularly;

c. Roommates: Residents who are under twenty-one (21) and who have roommates who are twenty-one (21) or over may be present in their residence when their roommate is consuming alcohol, but may neither consume nor possess any alcohol at any time;

d. Alcohol paraphernalia: Devices and games intended for the rapid consumption of alcohol (e.g., beer bongs, beer pong, commercial dispensers) are prohibited whether or not alcohol is present. The presence of any open, full, or empty alcohol containers will be interpreted as possession of alcohol;

e. Bulk Alcohol: Possession of bulk quantities of alcohol is prohibited. Bulk quantities include, but are not limited to: kegs, punch bowls, greater than 750mL of liquor or wine, greater than 144 oz. of beer, powdered alcohol, or any alcohol by volume equivalencies;

f. Alcohol delivery: Regardless of age, alcohol delivery from any source is prohibited;

g. Gatherings: Social gatherings, where alcohol is present, are allowed provided all guests are 21 years or older and attendance at the gathering does not exceed two (2) guests per resident of the room/apartment. Hosting of multiple room gatherings where the consumption of alcoholic beverages takes place and where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits, and;

h. Public Consumption: At no time should the consumption of alcohol occur in public areas or occur outside of resident rooms or apartments.

2. Balconies/Window ledges: Balconies, ledges, window ledges, and sunshades may not have any items hanging from them or covering them. Further, balconies, patios, and decks may not contain decorative items, food storage, trash, trash containers, items to be recycled, or recycling containers.

3. Bathrooms: Residents and their guests are not permitted to enter or use bathrooms designated for the gender of which they do not identify. Gender-neutral bathrooms are available in most residential areas. Please contact your Office of Residential Life for assistance.

4. Bicycles/Scooters/Skateboards/Roller skates/Blades/Hoverboards: The use of bicycles, scooters, skateboards, roller skates, and roller blades is prohibited inside any residential facility.

a. Residents may store bicycles only in the owner's bedroom or apartment upon approval of all roommates, if applicable, or in designated bike rack areas. Bicycles cannot be stored in stairwells, common areas, and lounges and cannot be locked to handrails, trees, or signposts.

b. Performing tricks on roller skates, roller blades, skateboards, bicycles, and scooters is prohibited in or around all residential facilities.

c. Use, possession, and storage of hoverboards are prohibited from all residential facilities.

5. Business: Students are prohibited from operating a business of any kind, including an e-business, and/or utilizing University owned or operated facilities or services for the business. With the exception of food delivery, no resident may contract any vendor for services in the residential facilities without the approval of the respective Office of Residential Life.

6. Campus Card: UCSD students must carry their Campus Card (i.e., UCSD student identification) at all times for proper identification. The Campus Card is not transferable and students cannot lend, sell, or give the card to others.

7. Cleaning: Residents are responsible for maintaining a clean, sanitary, and hazard-free living environment. Administrative charges and/or other sanctions will be assessed for excessive cleaning that must be performed by University and University-contracted staff, including Environment, Health, and Safety (EH&S) inspection staff.

8. Controlled Substances: Federal law, California State Law, and University policies prohibit the unlawful possession, solicitation, procurement, sale, consumption, or manufacture of narcotics or controlled substances. Marijuana, including marijuana for medical use, is specifically prohibited. In addition, this document addresses the following controlled substance-related residential specific policies:

a. Possession or consumption of controlled substances that can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of this policy;

b. Persons in the presence of controlled substances, with or without objective signs of intoxication, may be in violation of this policy;

9. Decorations: Corridor, room, and common area decorations must conform to the following EH&S standards. Damages resulting from violating these policies may be assessed to the resident(s).

a. **Decorative materials** are not permitted in corridors. Do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads, or hose cabinets;

b. **Ceiling Decorations:** Items of any kind are not to be affixed or adhered to any ceiling and no ceiling may be altered by painting;

c. **Walls:** Walls may not be altered in any way and any item hanging from any wall must be mounted with removable adhesive strips or painter's tape; and,

d. Door Decorations: Message pads on the exterior of your room, suite, or apartment door must be limited to two pieces not larger than 8 1/2" x 14" each.

10. Failure to Comply:

- a. Failure to answering your room/suite/apartment door; and
- b. Failure to immediately produce one's UCSD Campus Card upon request.

11. Fire Policy:

a. Appliances: Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Any appliance not specifically listed for use "where exposed to the outside elements" is prohibited on an outdoor balcony or patio. All appliances (e.g., cooking, portable heaters) with exposed heating elements are prohibited. Microwaves must be 750 watts or less and refrigerators must be 5.0 cubic feet or less. Heat producing cooking appliances (e.g., toasters, electric grills, water boilers, coffee makers, rice cookers, etc.) must be used in kitchen areas only. Burned food may activate the building fire alarm and the resident responsible may be financially responsible for the costs of the response to the alarm, including fire suppression. Portable or installed air conditioning or heating units are prohibited.

b. Evacuation Maps: Evacuation maps may not be removed or altered;

c. Extension cords and power strips – All extension cords must have the following components: 1) Must be three-pronged; 2) Must be UL Listed; 3) Must be plugged directly into a wall outlet (not another extension cord or power strip); 4) Must be sized adequately to handle the load and; 5) Power strips must be circuited and have an on/off switch. Extension cords may only be used on a temporary basis and not as a substitute for permanent wiring. A power strip with a built-in breaker may be used in place of an extension cord for low-draw appliances (generally 600 watts or less).

Some examples of appliances with low wattage that can be used with power strips include, laptop computers (40W-120W), 25" televisions (150W), clock radios (7W), gaming consoles (195W) and curling irons (90W). Multi-plug, non-circuited, adaptors and extension cords can create fire hazards and are not allowed. Flexible wiring (i.e., circuited power strips and extension cords) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to electrical, telephone, cable, or computer wiring, from apartment to apartment or from room to room is prohibited;

d. Failure to Evacuate: It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and a violation of the California Fire Code;

e. False Fire Alarms: Causing a false fire alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) is prohibited and a violation of the California Fire Code. Engaging in such behavior may be punishable by up to 6 months in jail and/or \$1000 fine;

f. Fire Doors: Residents should not bypass or disable safety design features by propping doors or blocking latches;

g. Fire and Emergency Equipment: It is a misdemeanor to tamper with, cover, or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, EXIT signs, and emergency lighting. Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors, heat detectors, or any fire/emergency equipment is prohibited. In addition to a referral to the student conduct process, violations of this policy may result in contract cancellation and/or exclusion from future UCSD student housing application processes;

h. Flammable, Explosive or Corrosive Substances: Storage or use of any flammable liquids, fireworks, compressed gas canisters, photo developing chemicals, or corrosive materials in any quantity is prohibited in or around the residential facilities. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities;

i. Halogen Lamps: Halogen lamps are prohibited; and,

j. Open Flames: Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Propane gas and charcoal for BBQs may not be stored in or around any residential facility. Gas BBQs may be used 25 feet away from all residential buildings.

13. Guest or Visitor Behavior: A guest is defined as anyone that is not contracted in the space that is being visited. Residents are responsible for and may be held accountable for the actions and behavior of their guests, visitors or other persons they are hosting, at all times. Resident hosts should accompany their guests at all times while in the residential community. Should a resident's guest(s) or visitor(s) violate any University policy, the host may be held accountable and the guest or visitor may be asked to leave. Residents are responsible for properly and accurately identifying their guest(s) to University staff upon request.

14. Guest Visitation: All guests need to be approved by all roommates or apartment mates of a particular residence. Overnight guests are not allowed to stay longer than three consecutive days and no resident may have overnight guests more than six nights in any quarter. Guests may not sleep in any of the common rooms or public spaces and must use gender appropriate restrooms or one that is approved by all apartment mates. During the Sun God Festival and other special events, limitations and/or restrictions on guest visitation may be implemented.

15. Noise:

a. Quiet Hours: The minimum quiet hours in each residential community are as follows: 11:00 P.M. – 8:00 A.M., Sunday through Thursday and 1:00 A.M. – 8:00 A.M., Friday and Saturday. These hours may be amended at the student's area of residence for University holidays and finals week. Others in neighboring spaces must not hear noise generated during this time.

b. Courtesy Quiet Hours: Any community member may ask another to cease making noise that is disruptive to study or sleep at any time. Failure to comply with such a request may be a violation of this policy. Community members are encouraged to directly request that other community members cease any activity that hampers their ability to study or sleep. Community members are to take the initiative to self-monitor noise and it is not acceptable to assume that a noise level is appropriate until someone complains about it.

16. Posting/Solicitation: All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by the Office of Residential Life responsible for that space. Refer to the residential areas' posting policies and the University posting policy for further detail. Posting on exterior balconies or railings of apartment rooms or residence hall suites is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments or residence hall suites not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the material. Any material posted in the common area of apartments or residence hall suites must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.

17. Public Areas: Depending on the unique architecture of each residential community, public areas are generally defined as any residential space excluding residence hall bedrooms and the interiors of apartments. All public areas must be kept free of obstructions and/or trash. Additionally, no one may sleep in lounges or public areas unless it is in conjunction with a University-sponsored event in the lounge or public area. Use of these areas for group activities and/or hired performances requires permission from the Office of Residential Life responsible for the space. Lastly, public areas may be closed at any time by the Office of Residential Life responsible for the space.

18. Residential Facilities:

a. Alteration/Damage/Theft: The University, at its sole discretion, shall determine costs for the theft, conversion, destruction, or damage to university fixtures, furnishings, equipment or decorations or damage to a residential facility. Payment for such costs shall be made by the resident and is due upon receipt of the notice. Damage should be reported immediately to Housing's Customer Service Center 858-534-2600. Do not attempt to repair damages; doing so may result in additional administrative charges;

b. Closet/Cabinet Doors: Removing doors is prohibited. If doors are removed, they will be re-installed immediately and the student will be assessed an administrative charge for their reinstallation/repair;

c. Doors/Walls: Written messages, tacks, or tape (other than painter's tape) placed directly on any door or wall is prohibited;

d. Door Closure Devices: California State Law requires that door closure devices be in working order. If a door closure device has been tampered with, it will be repaired and the residents charged;

e. Elevators: Tampering with, misuse of, or vandalism of elevators is prohibited by law and University policy. Those responsible for such activities will be charged for cleaning or repair;

f. Unauthorized Entry and Facility Use: All residential facilities, including the grounds immediately surrounding the facility, is intended for the use of residents, each area's Office of Residential Life, and residential activities. Unauthorized entry into any HDH-owned space and/or facility is prohibited. Use of these facilities by outside organizations or the general public is limited and determined by the Office of Residential Life responsible for that area. During University breaks, as defined by the UCSD Single Undergraduate Housing Contract, all residence halls are closed and unavailable for entry, occupation, or use.

g. Unauthorized Events: All organized and/or publicized events in or around the residential facilities must have the prior approval of the community's Office of Residential Life.

h. Furnishings: Moving furniture from any rooms/suites/apartments is prohibited. Students who move furniture from public areas or use furniture for purposes other than its original intention are subject referral to the student conduct process which will include any labor costs associated with returning the furniture to its appropriate location or its replacement. Outdoor use of University-owned furniture from rooms/apartments/suites is prohibited;

i. Keys: Residents are responsible for all University-issued keys. Students may be charged for the costs associated with a lost or stolen keys or keys that are unreturned after a resident vacates a space. It is against policy to duplicate or use, without authorization, any University-issued key. Providing false information to obtain a University key is a breach of security and grounds for referral to the student conduct process;

j. Pets: Pets and animals are prohibited in the residential facilities. This includes pets or animals of visitors, regardless of length of stay. However, the following exceptions apply:

- Personal 'Service or Assistance Animals' that assist with a disability as certified by the Office for Students with Disabilities;
- Aquarium fish in tanks not to exceed 10 gallons. Limit of one tank per resident.

k. Recycling: Recycling is each resident's responsibility and should be regularly removed to designated areas. If recycling from a resident's room is found in non-designated areas, residents will be held accountable for its appropriate removal and all administrative charges associated with its removal and cleaning;

l. Trash: Trash is each resident's responsibility and should be regularly discarded to designated areas. If trash from a resident's room is found in non-designated areas, residents will be held accountable for its appropriate disposal and all administrative charges associated with its removal and cleaning; and,

19. Roofs/Rails/Ledges: Residents are prohibited from scaling or climbing walls, traversing to/from balconies, accessing roofs, rails, and ledges of all residential facilities unless otherwise designated. Throwing objects to or from the roofs, rails, or ledges of any residential facility is prohibited.

20. Security: Residents should not bypass or disable residential security. Residents should not allow suite and/or building access to unauthorized persons. Students are reminded to lock doors and close and lock windows when they are not present in the room or while asleep in the room. Students are required to call the Customer Service Center at 858-534-2600 if they are unable to lock and secure room doors and/or windows. If a resident sees suspicious activity, they are expected to call University police at 858-534-4357. The safety and security of the community is everyone's responsibility.

21. Smoking: Per the University's Smoke-Free & Tobacco-Products-Free Campus Policy smoking of any kind is not permitted in any area owned or leased by UCSD.

22. Weapons and Explosives: University and Housing policies prohibit the use or possession of firearms, on campus, with or without a California permit.

Also prohibited, on campus and in the residential areas, is the use, possession, or storage of any kind of ammunition and/or weapon(s), including but not limited to, stun guns, daggers, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, martial arts equipment, any device resembling a fire arm (including but not limited to, airsoft, paintball, bb guns, “nerf”-type guns), slingshots, spear guns, bows and arrows, explosives, fireworks, laser pointing devices and Taser guns.

The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited. Other items or implements used aggressively or for violent purposes are prohibited and should be reported to the UCSD Police at (858) 534-4357.

23. Windows and Screens: Throwing to or from, dropping, or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is prohibited. Any weather-related damages that occur to a room as a result of a resident not closing a window will be billed to the resident(s) responsible for the damage.