

Residential Community Standards 2019 – 2020

The purpose of the Residential Community Standards is to provide a safe, inclusive living community and to create learning opportunities that support the holistic growth of each resident. As a member of the University of San Diego community, each student is responsible for understanding and following these standards, policies, and procedures. This includes all standards, policies, and procedures in the [Student Code of Rights and Responsibilities](#) and [Terms and Conditions Campus Housing and Dining Services Agreement](#). Students are expected to engage in responsible and appropriate conduct that reflects the University's mission. This document outlines specific residence hall community expectations.

Alcohol and Other Drugs Standards

1. All items pertaining to alcohol/other drugs, including beer cans/bottles/caps displays (full or empty) or alcohol/drug-related items (i.e. shot glasses, signs, posters, flags, etc.) may not be displayed in any university residence hall in order to promote a healthy and welcoming environment for all community members.
2. All new students are required to complete an online alcohol prevention program prior to initial check in to the University's residence halls as designated by the Center for Health and Wellness Promotion. Failure to complete this program by the established deadline will result in a \$250 fine assessed directly to the student's account.
3. Residents may possess prescription drugs that are prescribed to them by a licensed health professional, but are prohibited from distribution and/or sale to others.
4. Alcohol and other drug related games ("water pong," "root beer pong," "flip cup," etc.) are not allowed in the residence halls. A simulated binge drinking activity reflects unhealthy habits not conducive to a positive learning environment.
5. In a room where alcohol consumption is permitted, no guests (non-residents of the room) under 21 years of age may be present in the room while alcohol is being consumed. When alcohol is being consumed, all room doors must be closed. Residents of age cannot distribute any alcohol to individuals under the age of 21.
6. Alcohol cannot be consumed or stored in first-year residence halls. The standard extends to individuals 21 years and older.
7. All USD property shall be smoking and tobacco-free. The smoke free campus policy (see [here](#)) prohibits the use, either indoor or outdoor, of all liquid nicotine or tobacco-related products, including but not limited to products such as cigarettes, cigars, pipe tobacco and snuff, e-cigarettes/vape pens (i.e.: a Juul), chewing tobacco, dipping tobacco, or any other preparation of tobacco, whether or not such product is smoke-producing. Individuals may possess and/or store tobacco and like products if obtained lawfully, but no individual can consume in university residence halls or on-campus (even if outside).

General and Emergency Safety Standards

1. Every person within a building must respond to a fire/emergency alarm by immediately exiting the premises. Reentry to the premises is permitted only on the signal of authorized Residential Life, Public Safety or fire department personnel.

2. Tampering with or misuse of any emergency device (such as emergency exit door, fire rated door, rolling steel fire doors, etc.) is strictly prohibited and is a violation of Federal law. Residents should submit a work order to Facilities Maintenance (see link [here](#)) in the event there is a concern with the function of an emergency device (i.e.: periodic beeps, etc.).
3. Fire hazards, including but not limited to, incense, candles, halogen lamps, exposed heating elements, a hotplate, personal barbecues, and flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, butane, etc.) are strictly prohibited in or around any living area. Doors that open into exit corridors are fire rated and may not be propped open. All lights must be UL approved. Residents should complete a Facilities Maintenance work order (see link [here](#)) if the room is cold.
4. Nothing may be hung from sprinkler pipes or any part of the fire sprinkler system.
5. Storage or use of any materials requiring the use of ventilation hoods, eye wash stations, or safety showers (i.e.: photograph development supplies) is prohibited.
6. Possessions may not be stored or left in any area where they may become a fire hazard or impede access and/or egress (i.e.: plants or furniture in a doorway or hallway).
7. Possession and/or use of explosive materials (i.e., firecrackers of all types, dynamite or any other similar item) are absolutely prohibited.
8. In the case of an emergency or other serious incident, the University of San Diego will disclose information from education records to a parent, legal guardian, emergency contact or any other person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals. Each situation will be evaluated on a case-by-case basis by a university administrator. Some examples of health and safety incidents in which notification will occur include serious injury, an arrest, medical emergency, or any hospital transport.
9. Exterior doors should always be closed properly, and propping of exterior doors is not allowed.
10. All floor level windows are provided with a sash lock for the purposes of additional, enhanced security and safety.

Furniture, Appliances, and Amenities Standards

1. Some residential units contain ceiling fans. Residents and their visitors must use caution when operating ceiling fans, as ceiling fan blades can cause injury to people and property if body parts or objects are placed in or near the blades during operation.
2. The University strongly recommends against using bed risers in units that contain ceiling fans. Using bed risers at an unsafe height in any unit is strongly prohibited.
3. Theft, damage, or defacing of University property is prohibited.
4. Window screens shall not be removed for any reason (minimum fine of \$100 being assessed per violation). Damaged screens in the residence halls are removed and replaced or repaired at the expense of the residents of the residential unit and based on the discretion of Residential Life. Window screens are in place to limit the number of pests in a space and provide for security. Residents should proactively complete a Facilities Maintenance work order (see link [here](#)) if a window screen is faulty. University personnel continually assess residence hall window screens.

5. No waterbeds, lofts or similar furnishings are permitted in housing areas.
6. Residents are not allowed to disassemble any furniture in the room (including beds, desks, dressers, etc.).
7. Beds are to be properly bunked using the bunking pegs provided by Residential Life. Beds cannot be bunked on desks, dressers or any other surface. Residents may request a bed be bunked or unbanked by submitting a workorder to Residential Life (see link [here](#)).
8. Removal of community furniture to a private room or use of common area item for personal use is prohibited.
9. Removal and/or relocation of any University furniture is prohibited from the residence hall rooms to balconies, lounges, walkways, bridges, outdoors, or storage companies. Residents cannot remove furniture themselves. A \$25 fine will be assessed for each piece of furniture outside of the residence hall room per 24-hour period, plus any additional charges for lost or damaged furniture. A resident may request that furniture is removed to Residential Life (see link [here](#)). The removal of furniture is based on Residential Life approval.
10. No furniture of any kind is permitted to be outside unless approved by Residential Life staff.
11. Removal/unhinging of doors (bathroom doors, closet doors etc.) is prohibited.
12. Personal (including rented) refrigerators are restricted to 5 cubic feet or smaller due to power usage and power sustainability.
13. No personal items (including but not limited to television antennas or dishes, clothing, towels, flags, wet suits, signs, and posters) may be displayed or attached in such a manner that they are being displayed outside the resident rooms. The community standard is consistent with the university's [Signs and Postings Policy](#).
14. Trampolines, hot tubs, window air-conditioners, personal clothing washers and dryers, or other items deemed as inappropriate by the Residential Life staff are prohibited in the residence halls.
15. [No air conditioners](#) of any kind are allowed to be stored or operated in the residence halls. The use of a personal fan is encouraged when needed.
16. Power strips with surge protection should be used when additional electrical outlets are needed. Extension cords shall not be used as a substitute for permanent wiring. Extension cords shall only be used when servicing grounded portable appliances. The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. Multiple outlet octopus plugs are not permitted. All extension cords and power strips must be UL approved.
17. Utilization of electrical appliances is subject to the evaluation and discretion of the Residential Life Staff, including toasters and other appliances. UL approved kitchen devices are permissible in university residence hall apartments.
18. It is expected that when a resident uses a university grill in the common spaces, it is left clean after use.

19. All residents are required to complete and sign the electronic Room Condition Form (eRCF) as directed. The resident forfeits the ability to edit the report and accepts responsibility for the condition of the room in the event the eRCF is not completed during the time provided.
20. All non-university furniture must meet local, state, and Federal flammability standards. The standard is in place for the safety of the community.

Visitors and Guests Standards

1. The university wishes to maintain a safe and respectful environment for the entire community. The university housing regulations allow for intervisitation in units only during the scheduled hours noted below. Intervisitation refers to persons of one sex visiting persons of the opposite sex in the latter's residence. The nature of a guest is expected to be platonic.
2. Intervisitation days and hours in Camino, Founders, and Maher halls, Valley A and B, the San Antonio de Padua, San Buenaventura, and the Alcalá Vista Apartments:
 - a. Friday and Saturday.....10:00 a.m. – 2:00 a.m.
 - b. Sunday – Thursday.....10:00 a.m. – 12:00 midnight
3. Intervisitation days and hours in the Presidio Terrace Apartments, the University Terrace Apartments, and Manchester Village:
 - a. Sunday – Saturday.....10:00 a.m. – 2:00 a.m.
4. Cohabitation and/or residing within university student housing areas as a non-resident or non-student is prohibited. Individuals with questions about housing for married students should contact Residential Life at 619-260-4777.
5. Guests are to be accompanied by their hosts at all times. Guests include anyone not assigned to the specific residence hall and/or unit.
6. Hosts are responsible for the behaviors and actions of their guests. It is the responsibility of the host to inform their guests of applicable policies and procedures within the Residential Community Standards and the [Student Code of Rights and Responsibilities](#).
7. Guests who allegedly violate the Residential Community Standards, Student Code, and/or infringe upon the rights of residents may be asked to leave campus or university housing by the discretion of a university official.
8. Guests must have a picture ID on their person at all times.
9. Guests are permitted to use the community bathrooms for the person's identified gender.

Quiet Hours and Courtesy Hours Standards

1. Quiet hours are designated for study and sleep time from 7:00 p.m. to 10:00 a.m., (Sunday – Thursday) and 10:00 p.m. to 10:00 a.m. (Friday and Saturday).
2. Residents should show courtesy for one another at all times. A student's right to sleep and study takes precedence over someone else's desire to generate noise heard in another unit. Residents and their guests are expected to be courteous of others at all times by monitoring their noise level and by responding politely when asked to be quiet. Courtesy hours are in effect 24 hours a day.

3. No television set, radio, stereo (including the bass), or other noise-producing instrument may be operated at any time at a volume that is unreasonably loud in the judgment of the Residential Life staff. This includes shouting or screaming in a residence hall room, hallway, building or courtyard.
4. Electric and percussion musical instruments may be stored in the residence areas. Use of such instruments must be confined to a university provided practice facility with approval of Residential Life staff.
5. A \$25 fee may be assessed to residents creating noise during university reading days and university designed final exam periods. The fee is assessed based the discretion of Residential Life.

Room Cleanliness and Damage Standards

1. Room cleanliness is defined in the annual [Terms and Conditions Campus Housing and Dining Services Agreement](#).
2. Decorative stickers may not be applied to the walls, doors, windows, furniture or ceiling of any residence hall room.
3. Nails, screws, tacks, staples and hooks may be utilized sparingly. Holes left in the wall may be subject to repair charges. Tape and gummy adhesives are permitted but any residue left behind may be subject to cleaning charges. Painting charges may be assessed. All room repairs (including spackling of holes) must be completed by University Maintenance staff.
4. Residents are responsible for all burns, stains, or any other physical damage to floors, floor covering, furniture, window coverings or any other surfaces or fixtures in the housing area.
5. If belongings are left behind after a resident vacates a space, Residential Life may hire a moving company to pack and store the items, and the costs associated with such a move will be billed to the resident.
6. It is expected that residents maintain their rooms in a clean and orderly fashion, agreeable to a reasonable expectation and standard. Residents are expected to quickly adhere to any and all direction provided by University staff during Health and Safety Inspections or at any other time.
7. In consideration of others living in the residential community, a resident is expected to maintain a reasonable high standard of personal care and cleanliness.
8. It is expected that residents submit maintenance requests in a timely fashion (see the Res Guide for instructions), and will be responsible for damage due to lack of notification of problems.

IDs and Locks Standards

1. Students should not loan out, use, or borrow any student ID card. All students are responsible for the use of their ID card by any person. Possession/use of an illegally duplicated residence hall key/card is prohibited. Students found abusing their ID card may be subject to the Student Conduct process.

2. After 2 lockouts per semester, residents may be charged \$10 for each subsequent key-in or when a temp card is issued. Failure to return a temporary card may result in a \$20 charge within a 24-hour period and/or the timeline provided by Residential Life. These charges will be billed directly to student accounts. The purpose of this community standard is to encourage students to responsibly carry their room card at all times.
3. Installation of an unauthorized personal lock on any door or window is prohibited.
4. Residents are expected to maintain sash locks on all ground windows for the purposes of additional, enhanced security and safety. Damage to or loss of sash locks may result in fines to replace locks. Additional sash locks are available at all the RA offices.

Room Conduct Standards

1. Unauthorized entry/exit through windows or emergency exits is strictly prohibited.
2. Climbing, throwing items or other activity on the facade, roofs, windows, balcony, ledges or adjacent building extensions is strictly prohibited.
3. It is prohibited for any student to sell, purchase, print, view or display obscene, offensive, or erotic material in a common/public area of a USD residence hall area including doors and windows. This is subject to but not limited to material obtained via the Internet, pornographic pictures, jokes, written material or the use of live entertainment.
4. Respect for roommates, potential roommates, suitemates, other residents, and University officials are expected at all times. Residents are expected to always engage one another in a respectful manner despite any differences.
5. If a space is available in a room or apartment, residents are expected to keep the area move-in ready and provide a welcoming environment for potential new roommates. Please see the [Open Space Protocol](#). Any open bed space(s) (which includes the desk, dresser, and bed) must remain clear of any belongings. Failure to abide by the protocol impacts other members of the community negatively and may result in a fine or having any personal items removed under the discretion of a university administrator.

Room and Roommate Changes Standards

1. All residents are required to complete an electronic Roommate Agreement. The Roommate Agreements will be kept on file with their Community Director.
2. Residents are encouraged to talk to their roommate(s) first to resolve conflicts. In cases where the residents cannot reach resolution on their own, they should consult with their Resident Assistant(s). The Resident Assistant(s) will provide options to resolve the situation. If the residents and Resident Assistant(s) cannot resolve the situation, the students will be referred to the Community Director. The Community Director will mediate and resolve the situation.
3. A room change will be the last option in cases of roommate conflict.
4. No room or roommate changes will be made during the first two weeks of each semester, and for first-year students, approved room changes will be made within LLC areas.

5. If residents wish to change rooms, they should complete the [Room Change Request](#) through the Residential Life portal. Failure to follow the procedures may result in disciplinary action.
6. First year students are only permitted to change rooms (if approved) within their Living Learning Community during the fall semester.
7. A request to change rooms for the spring semester must be submitted online before December 1 in order to be considered. The room change must be completed prior to departure for Christmas/Winter break if logistically possible.
8. The University reserves the right to designate room assignments among residents in cases where a dispute about rights to living space occurs. A room reassignment offer is based on availability and the timeliness will vary. Residential Life uses its discretion to determine whether to inform former roommate(s) of another student's room reassignment.

Sales, Soliciting and Posting Standards

1. All student advertising must be approved and posted in designated areas and comply with established guidelines for display of such materials.
2. Only the Dean of Students or designee may approve sales and solicitations.
3. No commercial or private organization may post, exhibit or distribute materials unless approved by the Dean of Students or designee.
4. Pursuit of personal activities on University premises for purposes of personal income is prohibited unless authorized by the Office of Student Affairs.

Miscellaneous

1. Bicycles, skateboards, hoverboards, pedal scooters, electronic scooters, or rollerblades may not be ridden in any building. Violations of such policies will result in item being confiscated.
2. Riding, parking, or storing of a motorized vehicle on a sidewalk, pedestrian pathway (e.g. Camino/Founders courtyard), or in any University building is prohibited. This includes hoverboards and electronic scooters.
3. Bicycles are to be stored inside the room or secured using the bicycle racks provided. It is prohibited to lock a bicycle to any railings.
4. Surfboards, paddle boards and boogie boards should be stored in rooms/apartments only.
5. Unpaid discipline fines will be added to a student's account and must be paid to complete registration for the semester following the fine.
6. Any forgery, alteration or other misuse of institutional documents, identification or records is prohibited.
7. Possession of any weapons as defined in The Student Code of Rights and Responsibilities is strictly prohibited. Additionally, water guns or any other items resembling actual weapons are prohibited in and around residence halls.
8. All resident vehicles must have an appropriately displayed University parking permit, and residents should not park in reserved or unauthorized spots in residential areas at any time.

9. Fish in a bowl of 10 gallons or less are permitted. Aquariums of larger dimensions are not allowed. All types of domestic or wild animals are prohibited in housing areas. The exception is ADA approved assistance dogs as required by law, or emotional support animals (ESA), which require approval by the University before being permitted in the residence halls. [Please see the housing ESA policy](#). All other pets may result in a minimum fine of \$100 plus \$25 for each day the pet remains in university housing. The fees offset the cost of pest remediation associated with an animal in a residence hall space.
10. The use of a bug bomb is prohibited in the residential halls. Residents should inform their Resident Assistant and/or Residential Life if there are pests in the residence hall unit. A workorder for pest control can only be submitted by a staff member.
11. UTA Residents only: Use of terrace/sundecks is not permissible. Residents may not store items on or access the terrace. However, balconies are permitted for use on the "A" level apartments only.