

UNIVERSITY OF PUERTO RICO  
RÍO PIEDRAS

DEAN OF STUDENTS

Housing Program

DEPARTMENT OF STATE No.

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**Por:** \_\_\_\_\_



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UNIVERSITY STUDENT  
RESIDENCES GENERAL  
REGULATIONS

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## **Statement of Principles**

The Housing Program under the supervision of the Dean of Students is the administrative entity responsible for offering university students diverse alternatives to housing including the University Student Residences.

University Student Residences are more than just a physical building in which to live, they are a small community in which a student learns to live with others, respect and accept, or at least tolerate the differences of others to a much larger degree.

Student shared living creates an enriched experience because it provides the means for better relationships, which is attributed to achieving success in the student's social life. Group interaction is characterized by democratic rules, in which order and mutual respect take precedence among its members. It is however important to point out that shared living requires knowledge and acceptance of a minimum number of rules which are essential in offering a welcoming and pleasant environment where the student can reach his/her maximum potential. As long as the student successfully adjusts to a diversified group, this will contribute to the student's triumph in university life. In order to achieve this goal, important rules need to be established and serve as reference to students' rights and duties within the group. In this manner the development of a responsible attitude is encouraged in each of the residents.

## **CHAPTER I**

### **GENERAL PROVISIONS**

#### **ARTICLE 1 • LEGAL BASIS**

These Regulations serve as a legal basis for the provisions contained in Law No. 1, approved on the 20th day of January 1966, also known as the "University of Puerto Rico Law", in ARTICLE 7 and the Student Regulations at Río Piedras in ARTICLE 32.<sup>1</sup>

#### **ARTICLE 2 - PURPOSE**

##### **Section 2.1 Purpose**

The purpose of these Regulations is to establish rules and regulatory provisions for University Student Residences, so that healthy, social shared living is encouraged and strengthened among residents. At the same time, procedures to follow in case of any violations are also provided.

<sup>1</sup>The above-mentioned ARTICLE 32 reads as follows: "The University Student Residences shall govern according to regulations established by the Dean of Students in collaboration with suggestions from the respective residences. These regulations should guarantee genuine participation of the residents in decisions that affect them as well as appropriate representation in the respective residences' internal government."

**Section 2.2. Copy of Regulations**

University Student Residences at the Río Piedras campus will be available at the Residences Administration Offices. When a student is admitted to the Residence for the first time, he/she will be given a copy of the Regulations that should be kept by the student during his/her stay.

**ARTICLE 3 - APPLICABILITY**

The provisions of these Regulations shall apply to all University Student Residences at the Río Piedras campus.

**ARTICLE 4 - DEFINITIONS****Section 4.1 - Administration**

Administration is understood as the director and assistant director in charge of Student Residences.

**Section 4.2 - Admission**

Admission refers to a student who has accepted accommodation at the Student Residences for the first time.

**Section 4.3 Admission and Readmission Applications Evaluation Committee on University Student Residences Admission**

The committee in charge of evaluating University Student Residences admission and readmission applications.

**Section 4.4 – Residents Council**

The Residents Council is made up of an elected group of student representatives in each Residence before Administration.

**Section 4.5 – University Residence Representative before the Housing Program Disciplinary Committee**

A representative is a student who has been elected by simple majority by both University Student Residences before the Housing Program Disciplinary Committee.

**Section 4.6 - Contract**

A contract is the written and signed agreement between the resident and University of Puerto Rico, Río Piedras that stipulates the duties and responsibilities of the residents and the University.

**Section 4.7 – Student Coordinator (Proctor)**

A student coordinator or proctor is selected by the Administration to collaborate with the Residences' director and assistant director.

**Section 4.8 - Student**

Person enrolled at the Río Piedras campus.

**Section 4.8.1 – Undergraduate Student**

Student enrolled in an undergraduate program.

**Section 4.8.2 – Graduate Student**

Student enrolled in a graduate program.

**Section 4.8.3 – Transitory Student**

Student with a conferred undergraduate degree who has been admitted to a graduate program.

**Section 4.8.4 – International Student**

A non-resident, foreign student who receives services from the International and Exchange Students Office.

**Section 4.8.5 – Exchange Student**

A student who is a participant in the International and Exchange Students Office.

**Section 4.8.6 – Special Student**

Student with physical, sensory, or mental limitations, including cases that concern students with exceptional situations of a personal, family or other nature.

**Section 4.9 – Special Groups**

A group participating in educational and cultural projects.

**Section 4.10 - Closure**

The period during which University Student Residences accommodation is offered.

**Section 4.10.1 – Closure during Christmas Break**

The period between the ending of the first academic semester (fall) and the beginning of the second (spring).

**Section 4.11 – Open during Special Periods**

The University Student Residences will be open during the designated following periods of academic breaks: Thanksgiving, elections, Holy Week, after the second semester (spring semester) and after the summer session.

**Section 4.12 - Readmission**

Acceptance of student who has previously resided in the University Student Residences.

**Section 4.13 – University Student Residence**

The building belonging to the Río Piedras campus and designated for student accommodations.

**Section 4.14 - Resident**

Student who has been properly admitted to the University Student Residences and lives in one of the properties.

**Section 4.15 - Applicant**

Student who applies for and submits all necessary documents for University Student Residence accommodation offered by the Housing Program.

**Section 4.16 – Simple Majority**

The parliamentary majority of more than half the total amount of votes.

**Section 4.17 - Plurality of Votes**

The parliamentary majority that votes for more than one option and has the larger percentage of votes.

**CHAPTER II****RULES AND PROCEDURES****ARTICLE 5 – RESIDENCE OBJECTIVES****Section 5.1 - Environment**

Providing student with an environment that facilitates studying, encourages good social relationships as well as stimulates full development of a student's personality.

**Section 5.2 – Security Measures**

Providing necessary security measures to students.

**Section 5.3 – Institutional Order**

Facilitating student contribution in maintaining order and proper functioning of Residences in accordance to established rules and regulations.

### **Section 5.4 – Shared Living**

Facilitates group interaction in order to encourage adherence to the democratic rules, order and mutual student consideration.

## **ARTICLE 6 – SELECTION CRITERION**

### **Section 6.1 – University Student Residences Admission and Readmission**

Every student who applies for admission or readmission to the Residences must be admitted to the Río Piedras campus, be a regular student and have completed the stipulated requirements set forth in this Article.

#### **Section 6.1.1 – Special Students**

Selection criterion for students with disabilities will be accommodated according to the current rule of law.

#### **Section 6.1.2 – Student Exchange**

Accommodation shall be provided to the exchange student in accordance to the established agreement between the University of Puerto Rico and the student's home university where the student is a part of the student exchange program.

#### **Section 6.1.3 – International Students**

International students are those who have been accepted to the Río Piedras campus and have completed an admission application for the Residences. These students shall be evaluated with the same criterion as regular students, except those who are applying for the first time. First time applicants will be exempt from income verification for the first semester during their stay.

## **Section 6.2 – Study Load**

### **Section 6.2.1 – Undergraduate Students**

If an undergraduate student is interested in accommodation offered by the Housing Program's University Student Residences, the minimum number of units permitted is twelve (12); except in circumstances established by the Office of the Register.

### **Section 6.2.2 – Graduate Students**

If a graduate student is interested in accommodation offered by the Housing Program's University Student Residences, the minimum number of units permitted is eight (8); except for circumstances established by the Office of the Register.

### **Section 6.2.3 - Transitory Students**

If a transitory student is interested in accommodation offered by the Housing Program's University Student Residences, the minimum number of units permitted is nine (9) .

### **Section 6.2.4 – Summer Session**

During the summer sessions, undergraduate and graduate students enrolled in at least four (4) units. If there is still available accommodation, students who have less than four (4) units will be considered in accordance to the order of priority established for regular students.

**Section 6.2.5 – Exceptions to Minimum Number of Units**

Students who are enrolled in their last semester shall be exempt from this requirement, if they are graduate candidates of the same semester, and providing that they submit verification from the Register with their application. This exemption shall only be granted during one academic semester. If the student chooses to take advantage of this opportunity and does not complete the graduate requirements during the semester in question, the student will not have another opportunity to obtain the right to this Section's exemption.

**Section 6.3 - Income**

Every applicant shall submit proof of income. Priority shall be given to students with scholarships. If needed, the Office of the Register will certify the applicant's financial status.

**Section 6.4 – Permanent Residence Location**

Priority shall be given to students whose permanent residence is outside of the metropolitan area.

**Section 6.5 – Medical Certification**

Every Residence applicant must submit a Department of Health medical certification letter with his/her application.

**Section 6.6 – Minor Students**

Students who are under twenty-five (25) years of age, as an addition requirement for student admission or readmission, are obligated to have their parents or legal guardians grant permission to the University to watch over and care for the student.

**Section 6.7 – Resident Change Notification**

Any change to information submitted on an application by student that may affect the selection criterion, must be immediately communicated.

**Section 6.7.1 – Reevaluation of Admission and Readmission Application**

If changes occur to the resident's status and is covered under Section 6.7, notification of such changes shall be given to the Housing Program director so that a decision may be made in regards to permission to remain or vacate the room.

The student will be notified of the evaluation by written correspondence and subsequently given a period of ten (10) days in which to vacate the room if determined by the Housing Program director.

**Section 6.8 – Academic Performance**

Every undergraduate and graduate student must comply with the satisfactory academic standards established by the Institution.

**Section 6.8.1 - Transitory Students**

Every transitory student applicant must pass a minimum of nine (9) units during his/her last semester and have a grade point average (gpa) no less than a 2.0 ranking.

**Section 6.9 – Regulation Violations**

Upon evaluating each applicant's application, the University Student Residence Evaluation Committee will take into consideration regulation violations brought to the attention of the Disciplinary Board and any measures imposed as a result.

**Section 6.10 – Limited Stay**

Except for extraordinary cases that are brought before the Dean of Students or representative for consideration, undergraduate students will not be permitted to remain at the Residence for more than five (5) years, be they consecutive or not. Graduate students will not be able to remain at the Residence for more than three (3) years, be they consecutive or not, and transitory students for more than one (1) year.

**Section 6.11 – Mandatory Student Standing**

If a resident for some reason loses his/her regular status as a student, the student shall automatically lose the privilege of being a resident and therefore must vacate the premises occupied at the Residence within ten (10) work days.

**ARTICLE 7 – RESIDENCE ADMISSION****Section 7.1 - In General**

All candidates for admission or readmission will submit an application by the established dates as stipulated in Sections 7.2 y 7.3. Any application that is received after the due date will be considered late and will be subsequently reviewed after application submitted on time.

## **Section 7.2 – University Student Residence Application Deadlines.**

Summer Session	March 30
Academic Year	May 30
Spring Semester	November 30

## **Section 7.3 – Readmission Application Deadlines**

Summer Session	March 30
Academic Year	April 30

### **Section 7.3.1 –Residence Confirmation Deadline**

All students admitted for the academic year must confirm their residence for the spring semester. This may be achieved by filling out confirmation sheet and leaving a ten dollar (\$10) deposit to reserve the student’s place on or before November 30.

## **Section 7.4 – Admission and Readmission Application Evaluation Committee for University Student Residences**

### **Section 7.4.1 - Composition**

Assistant Dean in the particular area, Housing Program director, Residences directors or representative Assistant Director and Residence Council representative for each residence. Each Residence Council will appoint an alternate representative before the Committee.

### **Section 7.4.2 - Functions**

The Committee will review and evaluate each admission and readmission application, making recommendations to the Dean of Students, who has authority to grant or deny admission or readmission. The Committee will have the authority

to create a Technical Assessment Committee to evaluate applications submitted by special students.

**Section 7.5 – Confidentiality of Submitted Documents**

Documents submitted by the applicant for admission or readmission will remain confidential and access to these documents shall be limited to the Residence’s administration personnel, Evaluation Committee members and Dean of Students as stipulated in Section 7.4.1.

**Section 7.6 – Resident Identification**

Student shall be responsible for obtaining a resident photo identification card provided by the Housing Program.

**ARTICLE 8 – ASSIGNMENT OF ROOMS AT STUDENT RESIDENCES**

The following order of preference will be maintained in assigning rooms at the University Student Residences, in accordance to Section 8.1 – Fall and Spring Semesters

1. Special Students
2. Exchange Students
3. Undergraduate Students
  - Freshman- 1<sup>st</sup> year
  - Sophomore - 2<sup>nd</sup> year
  - Junior - 3<sup>rd</sup> year
  - Senior- 4<sup>th</sup> year

4. Graduate Students

Masters  
Doctorate

5. Transitory Students

### **Section 8.2 – Summer Session**

1. Special Students
2. Exchange Students
3. Graduation Candidates
4. Fourth Year Students
5. Third Year Students
6. Second Year Students
7. First Year Students
8. Graduate Students
9. Transitory Students

## **ARTICLE 9 – CONTRACTS AND PAYMENTS**

### **Section 9.1- Contract**

The student whose application is accepted will sign the contract with the Institution. The contract will stipulate the cost per semester as well as monthly payments to be made. At the end of the validity of the residence contract, the student will return the room and mailbox.

## Section 9.2 - Deposits and Payments

In order for the student to reserve a space in the Residence, a deposit of \$10 is required by the last day of final exams during the previous academic session for which the student is seeking residence. According to Section 7.3.1 of the Regulations, the deposit does not apply to students who are already in the Residences and applying to remain during the spring semester. The deposit will be credited to the student's payment for housing and will hold the space up to three days prior to the opening of the Residence. If the student does not show up, the deposit will be forfeited unless written explanation justifies a refund. It is the student's responsibility to keep up with the rent payments. Payment defaults shall be taken to Collections Office in accordance to the terms specified in the contract.

### Section 9.2.1 – Students with Scholarships

Students who are receiving scholarships with the right to accommodation will have the payment deducted directly from their scholarship check.

### Section 9.3 – Payment Deadline

If the resident owes any payments stipulated in the contract, such unpaid payment shall be deemed as a University debt. During any moment during the semester, the University has the right to exercise an eviction notice against the defaulting student for lack of payment and breach of contract.

### Section 9.4 – Annulment of Contract

If the student decides to rescind the privilege of residing in the Residence, written notice must be given to the director no less than fifteen (15) before withdrawal from Residence.

#### Section 9.4.1 – Penalty for Lack of Contract Annulment Notification

In accordance to Section 9.4, a student who wishes to withdraw from the Residence and does not comply with the required written notice shall be fined \$2.50 for each day that the failure to provide notification results in a vacant room. If a period of fifteen (15) days has transpired without the student using the Residence facilities, it will be presumed that the student no longer wishes to continue residing in the Residence and will lose the privilege of such without having provided a written notice.

#### Section 9.4.2 – Penalty for Failure to Return Keys

Any student who fails to return any key shall not be granted readmission until such keys have been returned.

If keys are lost or damaged, depending on the circumstance, the student is responsible for either covering the cost of replacing the keys and/or the lock.

### **ARTICLE 10 – HOURS OF OPERATION**

#### Section 10.1 - In General

During every academic session, the Residence promises to offer housing accommodation from 3:00 p.m. the day before classes start until 10:00 on the day after final exams, as stipulated by the Register's Office.

#### Section 10.2 – Periods of Residence Closure

During closed sessions, the resident shall vacate the room and take all personal belongings.

### Section 10.3 – Responsibility for Personal Belongings

If the resident is permitted to leave personal belongings during periods of closure, he/she must take the proper measures to assure that such belongings are protected. Under no circumstances will the University be responsible for such belongings.

### Section 10.4 – Emergency Cases

As a means of protection, the Chancellor will demand that the Residences, including rooms, be closed in emergency cases.

In addition to emergency cases, the Chancellor, Dean of Students, Residence Director will have authority to demand that reasonable inspections of rooms take place depending on the nature of the emergency.

An emergency is defined as any act of God, structural or essential service failure including storms, earthquakes, hurricanes, fire, explosion, floods and other situations that may affect the safety and well-being of the resident students.

## **ARTICLE 11 – ACCESS TO RESIDENCE**

Residents shall have access to the Residence 24 hours a day. If necessary, authorized personnel will provide photo identification cards.

## **ARTICLE 12 – HOURS OF STUDY**

Residence hours of operation are continual. In assuring that students have the opportunity to study or sleep without disturbances, no gathering or making of noise is permitted in the hallways and areas adjacent to rooms. Phone calls can be made on each floor from 8:00 a.m. to 10:00 p.m.

**ARTICLE 13 – RESIDENCE VISITS**

## Section 13.1 – Non-Resident Visits

Non-Resident visits are allowed at the Residence from 6:30 a.m. to 12:00 midnight.

Visits, other than those during Open House are to be done in the reception areas. Access to the floors and room entrances must be authorized by the director or representative. The resident is responsible for visitors' conduct and any damages that may occur as a result of such visitation.

## Section 13.2 – Non-Resident Visits during Open House

The Residence director shall determine what days Open House will take place as well as scheduling in collaboration with the Residents Council or Body of Proctors if the Council is unavailable.

Residence visitation during Open House will be permitted until 6:00 p.m. Visitors will be allowed to visit the residents' rooms if photo identification is left at the Assistant Director's office and resident(s) authorize(s) such visitation. Otherwise, the resident will have visitation in the reception areas or common areas on each floor provided that other residents are not disturbed.

### **Section 13.3 – Visits Among Residents**

#### **Section 13.3.1 – Single Rooms**

Visitation among residents is permitted for those in single rooms at any hour desired provided that such visitation does not disrupt or limit the rights of other residents on the particular floor.

#### **Section 13.3.2 – Shared Rooms**

Visitation in shared rooms is permitted only when the other resident(s) agree(s) to such visitation. Otherwise, visitation will have to take place in the common areas on that floor provided it does not disrupt or limit the rights of the other residents.

### **ARTICLE 14 – SHARED LIVING REGULATIONS**

The residents who live in shared rooms will draft and sign the Code of Shared Living Regulations in accordance to the Articles established in the University Student Residences General Regulations. Other factors shall also be taken into consideration such as how visitation is to take place. These regulations should be taken to the director or assistant director's office. Once the director has approved the code of regulations, visitation shall commence. These rules provide useful tools for the director and assistant director when intervening in situations in which there is a breach. The residents may amend the regulations at any given moment, and are asked to provide an amended version to the director's office.

## **ARTICLE 15 – SECURITY MEASURES**

### Section 15.1 – Authorized Items and Furnishings

For safety reasons storage of perishable foods will not be permitted. The following furnishings however are permitted: computer, standard hair dryer, clock-radio, one small fan per person, iron and ironing board and typewriter. The director will authorize any other furnishing necessary for academic work.

### Section 15.2 - Pets

Pets and animals are not allowed in the University Student Residences, with the exception of guide dogs. In such case, the student will be responsible for care and maintenance of the animal.

### Section 15.3 – **Protection of Personal Property**

Residents should lock closets. Under no circumstances, is the Administration responsible for the resident's personal property.

### Section 15.4 – Evacuation Drills

All residents are required to vacate the Residence during evacuation drills that are deemed necessary by Administration.

## **ARTICLE 16 - PARKING**

The Residences do not provide parking. Under no circumstances is a resident to use reserved parking spaces designated for Residence administrative staff and personnel. Parking in areas that impede the functions of emergency vehicles is not permitted. Occupying such a space may result in a fine or the removal of the vehicle, for which the resident shall incur all costs including towing and/ or vehicle damages.

## **ARTICLE 17 – RESIDENCE PROPERTY**

### **Section 17.1 – Responsibility for Residence Property**

The resident is responsible for care and protection of not only his/her personal property but that of the residence as well.

The student will be held responsible for any damage caused to the Residence property or that of another resident, be it intentional or just from carelessness. All types of damages or imperfection in any furnishing, building or facilities should be immediately brought to the attention of the Administration in written form, indicating the item and nature of damage or imperfection.

### **Section 17.2 – Residence Furnishings Received**

Upon arriving to the Residence, the student will sign an acknowledgement of receipt form for the property in his/her room. Upon leaving the Residence, an inspection of the furnished will be made and the resident shall be responsible for any damage or any item missing except for its normal wear or lack of use. Administration will notify the resident about any claims within five (5) working days after the Residence closure or from the date in which resident vacated the room.

### Section 17.3 – Security Deposit

At the time of signing the contract, the student will pay a security deposit to cover any damages or loss of property. The deposit will be kept or returned partially or in full, depending on the condition of any damage to the property. In cases of damages incurred to the property that are not fully covered by the deposit, the unpaid amount of damages shall constitute a student University debt and shall be treated as any other student debt.

### Section 17.4 – Property Damage Notice

A procedure shall be established for discounts on debts that will be based on the current value of the damaged property, the damages incurred and the costs of repairing or replacing the property in question.

When it is uncertain who is responsible for damages, the cost of damages done in the common areas shall be divided and charged to the residents of the floor where the damage occurred.

### Section 17.5 – Posters on Room Walls

As a way of protecting the property, posters may only be affixed to walls using adhesive material.

## **ARTICLE 18 – RECREATIONAL FACILITIES**

### Section 18.1 – Game Room

The Residences will have game room equipment that may be used by residents with proper identification provided that a check out form is filled out. No resident will be denied the privilege of using any entertainment available at the Residence during the hours permitted for the use of such equipment.

Residents will be able to use the game room upon receiving permission from the personnel in charge. The rooms shall be used for this purpose. Games are to be played for recreational purposes and betting is not allowed. These rooms may be used at all times, provided that Residence operations or established shared living rules, stipulated herein, are not affected.

The Residences' sports facilities may be used from Sunday to Thursday until 11:00 p.m. and on Fridays, Saturdays and days that fall before holidays until 12:00 midnight. Arrangement with Resident Director is necessary in such cases.

The Residents Council or any other resident may request permission from the Resident Director to use the sports facilities for the purpose of holding events such as: dances, tournaments, fairs and other social events. A written request must be received prior to fifteen (15) days of the planned event and should include a proposal for such usage.

The Residences' directors and assistant directors are in charge of supervising the Residence facilities and floors, and may inspect rooms in accordance with Regulation Articles 10.4 and 20.

## **ARTICLE 20 – ROUTINE PERIODICAL INSPECTIONS**

Resident directors and assistant directors may conduct routine room inspections provided that they strictly comply with this Article and the residents are present.

### Section 20.1 – Inspection Notices

Residents must receive written notice of all routine inspections, excluding emergency inspections as established in the Regulations, Section 10.4.

### Section 20.2 – Form of Inspection Notice

Inspection notices are to be put in resident mailboxes. Additionally, the inspection notice shall be posted on the information board of each floor and in the Residence entrance halls.

### Section 20.3 – Due Notice of Inspections

Notice of all routine inspections are to be delivered no less than five (5) days and no more than ten (10) days prior to the inspection. This Section does not apply to emergency inspections.

### Section 20.4 – Frequency of Routine Inspections

Routine inspections may take place monthly.

### Section 20.5 – Routine Inspection Objective

Routine periodical inspections only serve as safeguarding health, safety and co-existence of the residents, as well as the integrity of university property. They provide and bring about the optimal environment for studying at the Residence and maintain the property of the institution in good condition.

Due to these restrictive objectives, the directors and assistant directors are restricted to observing items that are in full view in the room. Neither drawers, nor closet doors, nor bags or closed containers are to be opened.

#### **Section 20.6 – Confiscation of Objects during Inspection**

Items that are considered legal but prohibited in rooms will be confiscated during inspection. Confiscated items will be in the care of the Residence director or personnel until the resident can make arrangements to remove the item(s) from the residence and signs a document of intention or removal of such item(s).

#### **Section 20.7 – Resident’s Right to be Present during Inspection**

The resident whose room is to be inspected as a routine has the right to be present in the room during the entire process of the inspection.

### **ARTICLE 21 – COMPLAINT PROCEDURES**

Residence floor representatives will bring their suggestions and complaints to the Council so that they may be presented to the Administration. The Council Board will meet with Administration and address such matters in written form.

Administration will notify the Council within fifteen (15) calendar days of the action taken in the matter. It is incumbent upon Administration and the Council to address the residents’ complaints and find viable solutions to such complaints.

In the case that that a satisfactory resolution cannot be reached, it shall be referred to the Dean of Students, who will take the proper action. In case there is still no satisfactory resolution, the case shall be brought to the Chancellor, who will decide what action to be taken in the matter.

## **ARTICLE 22 – RESIDENT CONDUCT**

### Section 22.1 - In General

The resident shall conduct himself/herself in a considerable respectful manner toward all Resident personnel including peers and visitors. Each Regulation violation entails a meeting with the Resident Director as well as an incident report stipulating the results of the meeting. A copy of such report shall be kept in the resident's file. In cases in which a second violation, attack, or damage to the safety and property of persons and that of the Residence occurs, the director shall refer the matter to the Disiplinary Committee.

### Section 22.2 – Resident Dress Code

No resident is to exit a room in under garments, towel, partially or fully nude.

### Section 22.3 – Common Areas

The reception and recreational rooms, balconies and outdoor shared patios are for the use of all residents who have the right to the premises and consideration for others should always be kept in mind. In these areas the furniture is to remain in their placed locations and are to be properly used.

#### Section 22.4 – Alcoholic Beverages and Illegal Substances

Possession and consumption of alcoholic beverages and illegal substances are prohibited in the Residences and in their surroundings up to the fence enclosure.

#### Section 22.5 - Security

Upon leaving rooms, residents are to close and lock the doors as well as the wardrobe closet. Under no circumstance, will the Residence Administration be held responsible for residents' personal property.

#### Section 22.6 – Personal Safety

When a resident threatens the life or safety of other persons, the Residence personnel in charge shall be immediately notified.

The personnel will immediately notify the Housing Program director and the Security office so that that case may be investigated and referred to the campus legal advisor, who will make the decision as to what appropriate action is to be taken.

In the case that a resident believes that a non-resident is in the areas exclusively designated for resident use, the assistant director's office shall be immediately notified so that they may intervene.

## **ARTICLE 23 – DISCIPLINARY PROCEDURES**

Every Regulation violation, including that of the General Student Regulations, Río Piedras Student Regulations or circulars that establish the University's public policy will be subjected to the disciplinary procedures contained in them. In addition, the stipulated penalties shall carry the loss of resident status and consequently resulting in the resident having to vacate the room.

### **Section 23.1 – Disciplinary Committee**

Cases involving disciplinary action shall be referred to the Housing Disciplinary Committee, which is comprised of the Housing director, student representative from each Residents Council, a representative from University Student Residences who meet before the Disciplinary Committee and the assistant director for each Residence. The appropriate assistant directors at each Residence will elect the assistant director.

### **Section 23.2 - Procedure**

The Residence director shall refer the case in writing to the Committee after meeting with the parties involved. The Committee will hold a disciplinary hearing and submit a report to the Dean of Students with recommendations. The Dean of Students, within a period of no more than fifteen (15) calendar days, will impose the appropriate penalties and refer the case to the Río Piedras Disciplinary Board. The student shall be notified of the final ruling in writing no more than fifteen (15) days from the day in which the Dean received the report from the Committee.

### Section 23.3 - Penalties

Any violation of the University Student Residences' General Regulations will result in the following measures:

- Written warning.
- Probation for a period of time during which any subsequent violation shall result in revocation of resident services.
- Repair by means of restitution or replacement for damages or misappropriation of property.
- Suspension of resident privileges for a determined or indefinite period of time.

## **CHAPTER III**

### **STUDENT PARTICIPATION**

#### **ARTICLE 24 - IN GENERAL**

In accordance with procedures estipulated in these Regulations, residents will be able to participate in the selection of Residences Council members and the student representative that meet before the Housing Disciplinary Committee.

#### **ARTICLE 25 – RESIDENT COUNCIL**

The student body will appoint representatives to the Residences Council that will represent them before the University Administration concerning matters that affect the welfare of the group.

## Section 25.1 – Selection of Representatives before the Residents Council

Residents from each of the Residences will elect by simple majority vote the Resident Council members. Once elected by majority vote, the candidates will be certified as obtaining the majority of votes.

### Section 25.1.1 – Call for Elections

A call will be made for all residents' participation in the elections, in which the names of candidates and different positions as well as the extension of electoral vote shall be specified. The onus of such a call falls on the exiting Residents Council for the upcoming academic year. If during the time of the call for elections, there is no Residents Council and all of the positions for the Council are not filled, the Proctors Body will direct a meeting for each floor for the purposes of electing representatives who will make up the Election Call Committee and work jointly with the Council board.

If during the assembly nominations, quorum is not achieved for the candidates for the Residences Council Board, the members of the Election Call Committee will carry out the meetings on each floor in order to select possible resident candidates for the Board. The members shall meet afterwards to nominate candidates within the group who aspire to fill positions on the Board. These candidates will go through an electoral process.

### Section 25.1.2 – Elections Period

Within the first thirty (30) days of the academic semester, elections for the Residents Council Board will be held. If this is not possible, additional efforts will be made and an extension will be granted.

Elections shall last for a period of five (5) schools days. Each student will be able to vote, if he/she has prior certification of resident status.

### Section 25.1.3 – Duration of Positions

Elected residents will begin the functions of their positions immediately after they have been certified.

Appointment as a member of the Residents Council Board will be limited to one year and shall finish with the election of the successor in the following academic semester or when the student is no longer a resident. As stipulated, outgoing board members are to remain in their position until replacements have been elected according to what is established in this Article, and subsequently complying with the established requirements in Section 25.2.

### Section 25.1.4 – Vacancy in Positions

If there are any positions that have not been filled, once the Residents Council is formed, the Council will select a floor representative in a regular or special session to fill the vacancy. In the case of a vacancy in the floor representative before the Council, the residents of the different floors shall be notified so that they may elect a new representative in a period not to exceed ten (10) days after receiving notice.

### Section 25.1.5 – Supervision of Election Process

The Dean of Students will appoint a representative to supervise the election process and voting of Residents Council Board members.

### Section 25.2 - Residents Council Member Requirements

No resident can be elected to fill a position as a Residents Council member if the student has received disciplinary action or has a grade point average that falls below 2.00. In such a case, as stipulated, the Council member's position will be announced as vacant. All students who do not comply with the 2.00 grade point average minimum must notify the Council and renounce his/her position.

### Section 25.3 – Residents Council Composition

The Residents Council will be made up of its Board and floor representatives (one for the north tower Residence and two for the on-campus Residence). Residents on each floor will elect the representatives by simple majority vote.

#### Section 25.3.1 – Composition of Residents Council Board of Directors

The Residents Council Board shall consist of a president, vice president, secretary, treasurer, public relations officer and a representative before the Admission and Readmission Application Evaluation Committee at the University Student Residences, a representative before the General Student Council and a representative before the Housing Program Disciplinary Board. These positions shall be elected in accordance to Regulations Section 25.1.

**ARTICLE 26 – STUDENT RESIDENT REPRESENTATIVE AT HOUSING  
DISCIPLINARY COMMITTEE**

Section 26.1 – Selection of Representatives at University Residences

Students who are living in the University Student Residences will elect, by simple majority vote, an official representative and an alternate before the Housing Program Disciplinary Committee. Once the election process is completed by majority vote, the candidate will be certified having had such vote.

Section 26.1.1 – Call for Elections

A simultaneous call will take place concurrently with the Residents Council call for participation in the elections. The names of the candidates and the posts will be listed.

If the assembly nomination does not constitute a quorum, the Residents Council or the Committee for purposes of the election will carry out meetings per floor to select candidates among the residents who will run for such position in the election.

Section 26.1.2 – Election Period

Within the first thirty (30) days from the start of the academic semester, elections shall be carried out for the representative and the alternate before the Housing Program Disciplinary Committee.

The election will take place for five (5) school days and each resident will have a vote if verified as being a resident.

#### Section 26.1.3 – Duration of Positions

Elected representatives will begin carrying out functions in their respective posts immediately after they have been certified.

Appointment in the case of the representative and the alternate before the Disciplinary Committee will last for one year and conclude with the electing of successors for the next academic year or when the student is no longer a resident. It is stipulated that the outgoing representatives maintain the position until the new representatives are selected, according to this Article and in compliance with the established requirements set forth in Section 26.2.

#### Section 26.1.4 – Vacancies in Positions

In the case of a vacancy in positions before the Disciplinary Committee, the Housing Program will call a new election no less than ten (10) calendar days of the vacancy in accordance with what is stipulated in Regulations, Section 26.1.

#### Section 26.1.5 – Supervision of Election Process

Process is identical to Section 25.1.5.

#### Section 26.2 – University Student Residences' Representative before Housing Program's Disciplinary Committee Requirements

No student who is under disciplinary penalties or who has a grade point average below 2.00 is to be elected for any positions. In such a case, the vacant post is to be announced. The vacancy shall be filled in accordance to Regulations, Section 26.1.4.

None of the representatives before the Housing Program's Disciplinary Committee shall be a member of the Residents Council of any of the Residences or Body of Proctors.

## **ARTICLE 27 - PROCTORS**

### **Section 27.1 – Proctor Requirements**

- Filling out an application within the accepted period.
- Being a resident for at least one year.
- Admitted for the term in which applied to Residence.
- Have satisfactory academic progress.
- Have a grade point average of 2.00 or higher.
- Having passed seminars and training satisfactorily.
- Having had no University Student Residences General Regulations violations or any other institutional regulation violations.

### **Section 27.2. – Proctor Recruitment**

#### **Section 27.2.1 – Application Deadlines**

Residents who are interested should fill out a Proctor Application by the following dates:

Fall Semester            February 28

Spring Semester        September 30

### Section 27.2.2 – Application Notification and Distribution

Two weeks prior to the deadline to file the proctor application, the University Student Residences' Administration will announce the availability of such positions through bulletin boards, meetings conducted per floor and letters addressed to residents.

Residents who are interested in applying for the proctor position should submit an application to the secretary, who will make a list of all applications received.

### Section 27.2.3 – Candidate Selection

All proctor candidates who turn in an application must comply with the established requirements listed in Regulations, Section 27.1.

The evaluation process shall be in charge of a committee, which will include the Housing Program director, Residences' directors and assistant director, as established in the Housing Program Procedures Manual. The Housing Program director will notify the candidates in writing as to whether they were approved or denied.

### Section 27.3 – Duration of Positions

Residents who are selected to occupy a post shall carry out the functions of their position a week prior to the start of the academic session for which they were appointed. Appointment terms are for one semester or summer sessions depending on what may be the case.

#### Section 27.4 – Proctor Evaluation Process

Twenty-one (21) days from the day the proctor has begun the position, a preliminary evaluation of duties shall be carried out. During the last week of classes a final evaluation will be done.

The director, associate directors, fellow proctors, and residents on the proctor's floor shall carry out the proctor's evaluation. Both evaluations shall use the same criterion.

A committee composed of the Housing Program director, the director and assistant directors from each Residence will assess, evaluate and make recommendations after reviewing the results of the evaluations. Both evaluations will be discussed with the proctor.

#### Section 27.5 – Removal from Positions

In case the Committee in accordance with the Dean of Student determines that the proctor shall be removed from the position, the person in question shall be notified in writing of such removal no later than five (5) working days.

The proctor's removal shall be effective as of fifteen (15) calendar of the notice, during which time the proctor will have an opportunity to request decision reconsideration be made before the Dean of Students or Committee representative. During these fifteen (15) days the student will be relocated to another room.

## **ARTICLE 28 – AMENDMENT REGULATIONS**

### **Section 28.1 – Who can submit amendments?**

Ten percent (10%) of the University Residences' residents will be able to propose and file amendments in writing before the Residents Council and the Dean of Students.

### **Section 28.2 - Procedure**

The Residents Council will carry out hearings periodically in order to get a perspective on students' opinions on the proposed Regulation amendments. When the Resident Councils submit amendment proposals separately, the Council submitting the amendment will obtain the necessary consensus from the other Residence. If a consensus is not possible, the Housing Program director will call a meeting so that each Council may express its point of view. Once each Council has expressed their views, the residents will vote. Simple majority vote shall take precedence in this matter.

Once the amendments have been taken into consideration at the hearings, the Residents Council will have a period of thirty (30) days in which to make recommendations to the Dean of Students. The Residents Council will send amendment recommendations to the Dean of Students for approval. In turn, the Dean of Students will obtain the Chancellor's signature.

### Section 28.3 – Amendment Approval and Enactment

The Chancellor will approve any amendments, and will file such amendments with the Department of State and the Legislative Library at the Legislative Services Office as well as circulating the information among residents.

## **ARTICLE 29 – SCOPE REGULATION**

### Section 29.1 - In General

These Regulations take precedence over any other Regulation(s), rule, system, and procedure up to now established for purposes of governing the University Student Residences.

All resolutions, agreements and actions shall be carried out henceforth by student officers and entities of the University in accordance to the established laws in these Regulations.

### Section 29.2 – Unforeseen Matters Concerning Regulations

Matters that concern the University Student Residences and are not covered by these Regulations or any other provision of law will be governed by the Dean of Students at the Río Piedras campus.

## **ARTICLE 30 - VALIDITY**

These Regulations shall take effect thirty (30) days after they have been filed with the Department of State. Any part of the Regulations that is deemed unconstitutional, does not prejudice other parts of the Regulations.

**ARTICLE 31 – NON-DISCRIMINATORY POLICY**

The Dean of Students' Housing Program at the University of Puerto Rico, Río Piedras, in accordance with the Academic Senate's Certification No. 15 from September 1994, stipulates that no student will be deprived of rights recognized in Puerto Rico nor of services, benefits, programs or provisions granted by the Housing Program for reasons based on race, color, sex, sexual preference, birth, origin or social condition, physical limitation, mental or sensory or political or religious beliefs. Each student is guaranteed to have the same protection of laws, rules and regulations, and the same opportunity in events of the same nature that are offered by the Housing Program as well as reasonable accommodation for those students who have a proven physical, mental or sensory limitation.

Approved today, December 8, 2002, in San Juan, Puerto Rico.

Nitza Heíbé Rivera Pacheco, M.D.  
Dean of Students

Gladys Escalona de Motta, Ph.D.  
Chancellor

\*This is a translated version from the  
original spanish-written document  
adapted by Brian K. Smith.