

Inter American University of Puerto Rico  
School of Optometry  
Student Services



***HOUSING REGULATIONS MANUAL***

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## **PART I**

### **1.1 Introduction**

The dormitories of the Inter American University of Puerto Rico, School of Optometry will essentially be used to provide accommodation to optometry students that mostly come from outside the island.

The interaction of student-residents should be characterized by order and respect. To do this, it is necessary that group coexistence entails the knowledge and acceptance of a certain number of rules and rules indispensable to maintain a welcoming and pleasant atmosphere.

### **1.2 Purpose of the Regulation**

This regulation lays down guidelines and procedures for the protection of the community rights of residents in general.

### **1.3 Scope**

The dormitory regulations apply to all students of the School of Optometry or any other resident related to the University, including visitors using them.

### **1.3 Housing Mission**

Provide safe accommodation to UIPR students, particularly those at the School of Optometry.

### **1.4 Student-tenant responsibility**

It is the responsibility of the students residing in the dormitories to know fully the content of this regulation and to observe the faithful compliance with it. Failure to comply with the provisions established may result in disciplinary action as provided in this Regulation manual and in the General Student Regulations Manual of the Inter American University of Puerto Rico.

### **1.5 Legal Base**

This regulation is promulgated in line with the General Student Regulations Manual of the Inter American University of Puerto Rico, Guidelines and Standards for Safety in the University System; and by virtue of authority conferred on the Dean of the School of Optometry, by the President of the Institution and the Board of Trustees in its statutes.

## **PART II**

### **ADMISSION PROCESS TO BEDROOMS, PERMANENCE AND CONTRACT RENEWAL**

#### **2.1. Requirements**

To apply for a bedroom apartment, the student must meet the following requirements:

2.1.1. Be an active student, or be enrolled in the School of Optometry. Any new-incoming student must have paid the admission fee by booking a space at the School of Optometry.

2.1.2 Complete the application for entry or contract renewal (see Annex 1).

## **2.2. Procedure for Requesting Admission to Dormitories**

2.2.1. Fill out the Application for Admission (Annex X) and submit it to the Housing Administrator by fax, email or personally. This process shall be performed prior to the beginning of the semester/academic year or during the orientation of the optometry program provided to students of new entry at the beginning of the academic year.

2.2.1.1. The application for admission shall be made only once. For renewal, the renewal application must be completed (annex X)

2.2.1.2. Each candidate must pay the corresponding admission fee

2.2.1.3. The Housing Administrator may separate rooms to new incoming students (first year) who have paid the program admission fee and residency fee. The process must be completed prior to the start of classes or no later than the designated days for the orientation of new incoming students.

2.2.1.4. The Administrator shall communicate to the student in writing the decision on the application for admission.

2.2.2. Orientation and signing of the contract- It is mandatory that every resident student receive guidance on the different aspects related to housing during the signing of the contract. This guidance should be performed, for incoming students, before or during the orientation days of the optometry program, scheduled prior to the start of the academic year, or not later than the first working day on which a dormitory is allocated during any time in the academic year.

2.2.3. Any student under the age of 21 will be required in addition to their signature that the Application for Residence and the Contract be signed by their parent or guardian. Also, signature will be required in the Authorization for Medical Services and the Medical Emergency Protocol. If the student has been emancipated, he/she must present the original emancipation document.

2.2.4. All required documents become the property of the Inter American University of Puerto Rico, School of Optometry.

2.2.5. Providing false information in the application is considered sufficient reason to refuse or cancel the contract.

## **2.3. Contract Renewal**

2.3.1. For contract renewal the student must meet the following requirements:

- Continue enrolled in the School of Optometry.
- Keep the corresponding payments up to date, as agreed in the Application for Entry and in the Contract.
- Not having been the subject of disciplinary action for discipline problems, having violated any statute of this Handbook, the General Regulations of Students or policy established by the Inter American University of Puerto Rico.

2.3.2. To request contract renewal, the student must complete the Renewal Application.

#### **2.4. Availability- Room Limitations**

The priority of accommodation in dormitories is held by incoming students in freshman year. The School of Optometry has a total of 112 bedrooms and will reserve 60 of these in buildings C and D for the first year class. These freshmen will have an 11-month contract, which will expire on June 30 of each year, just at the end of the academic year. Any of these students, who at the end of the contract of 11 months wish to renew the same, will be relocated in one of the rooms of the A and B buildings, depending on the availability of the same.

#### **2.5. Right of Admission and Location**

The School of Optometry/IAUPR reserves the right of admission and renewal of contract. It also reserves the right to change or cancel the allocation of a space either to ensure the discipline, health, safety and healthy coexistence of the residents. This will be done with proper verbal or written notification to the resident student.

### **PART III**

#### **CHECK IN FOR BEDROOMS, HOURS, AND VISITS TO RESIDENTS OF UNIVERSITY HOUSING**

##### **3.1. Bedroom Check in Procedure**

When providing the bedroom, the following procedure will be performed:

3.1.1. The Administrator shall provide the key to:

- the assigned room
- corresponding apartment
- corresponding building entrance door

3.1.2. The Resident will sign the Key Receipt Sheet (see Annex 4).

3.1.3. The Administrator shall carry out a written inventory (see Annex 5) indicating the conditions under which it was found. The guest student must sign the document.

##### **3.2. University Residences Hours**

3.2.1. Optometry School apartments will be operating 24/7 during each academic term.

3.2.2. The School reserves the right to close the apartments-rooms in extraordinary special situations, either for emergencies that may arise and that it is understood that they may jeopardize the safety of the residents or the property of the University.

3.2.3. The School/University shall not be responsible for the safety and well-being of the resident while the resident is outside the premises of the dormitories or the Bayamón Campus.

##### **3.3 Visits**

Visits to Dormitories Residents are permitted, provided that it meets the following conditions:

- Visiting time is until 10:00 p.m.

Every visitor must identify themselves in the Guard's House and sign the Visitor Registration Sheet for University Housing.

Each resident is responsible for the conduct of its visitors and must observe the standards established by the Institution.

Only residents can access the rooms.

The resident is responsible for maintaining control of his visitors.

The resident is responsible for enforcing the drug and alcohol-free area standard.

The resident is responsible for enforcing the end of the visit.

## **PART IV –**

### **WITHDRAWALS, CONTRACT CANCELLATION, PAYMENTS, REFUNDS AND PENALTIES**

#### **4.1. Total Withdrawal/Program Dismissal**

The student who is not enrolled, has been withdrawn from all courses or has been dismissed from the optometry program, will have 2 working days to vacate the dormitories. In this case, the Administrator must perform the procedure described in Part IV, Refund Section.

#### **4.2. Cancellation of Contract**

The student may vacate the bedroom at any time during the semester by written request one month in advance and with prior agreement with the Administrator. The student must comply with the following procedure:

4.2.1 Deliver letter to the Administrator requesting to leave the bedroom, including the signature of the student and that of his/her parent, guardian or guardian, if he or she is under the age of 21.

4.2.2. The student will obtain certification from the Bursar's Office through the University Residence Contract Termination Consent document (see Annex 6), where they will indicate that the student has no outstanding debt to the dormitories.

4.2.3. Before evicting the room, the Administrator or his representative shall inspect the room in the presence of the student. If property damage is detected, the student must pay the cost of the property, subject to agreement with the Administrator.

4.2.4. The student will give the Administrator the key and any other equipment owned by the University and will sign the Key Delivery Sheet (see Annex 4) and the Inspection Sheet (see Annex 5). If the student does not complete the process he/she will have a restriction on the system ("hold").

Note: In case of loss or damage to property, the student will be billed for the cost of the damage caused. If the person responsible is not identified, all students living in the apartment will be charged proportionately.

#### **4.3. Payments**

4.3.1. The payment of the dormitories will be included in the tuition of each academic term.



4.3.2. A student who has his financial aid and loans does not cover the full cost of his/her tuition including lodging may request an extension, in accordance with the rules established for such purposes.

#### **4.4. Extensions and Penalties**

4.4.1. The extension consists of 3 payments that are due every 25 days.

4.4.2. If payment is not received on the stated date, a surcharge of \$25.00 will be added to each overdue payment.

4.4.3. At the end of the academic term, all outstanding balances shall refer to a collection agency. To this balance is added a 25% administrative charge for the collection procedures of the agency.

#### **4.5. Refunds**

4.5.1. If for any reason the student leaves the bedroom, the month that is in progress at the time of retirement will not be refunded; payments will only be refunded in the following months.

4.5.2. The Administrator, with the approval of the Dean of Students, will ask the Bursar's Office to credit the lodging fee to the student's account. The Administrator must specify the amount to be credited to the student's account through the Contract Termination Consent document (see Annex 6). Bursar will adjust the amount in the system, and if applicable, will proceed to refund the corresponding amount within fourteen calendar days after the request.

#### **4.6. Eviction from the Bedrooms**

To leave the bedrooms, each Resident must perform the following procedure:

4.6.1. Inform the Administrator or his representative in writing and one (1) month in advance of his/her intention to leave the bedroom.

4.6.2. Leave the room and property in the same condition in which it was received (clean and tidy).

4.6.3. Remove from the refrigerator and freezers all the food that corresponds to it including plastic containers with food.

4.6.4. Sign in the presence of the Administrator or his representative the Inventory Sheet by Room (see Annex 5).

4.6.5. The Inventory Sheet by Room shall certify that the equipment, furniture of the room and structure was delivered in good condition. If the equipment is damaged or in poor condition, the University will charge the student for damage caused. If the disappearance of a team arises, the student will be charged.

4.6.6. Deliver the key and any other access equipment before leaving the room. (Signature of Certification Sheet and Receipt of Keys and Beepers) (see Annex 4).

#### **4.7. Limited Contract Renewal Dates**

4.7.1.1. Students completing their First Year of the Curriculum: These students who complete their last regular year of the academic year during the end of June, must complete the Renewal Process for the next academic year (second year of Studies), no later than the month of April of the second semester of

the corresponding academic year (January to May). These will be reassigned to a new apartment according to availability.

4.7.1.2. Students Completing their Second Year of the Curriculum:

4.7.1.3. These students must perform the Contract Renewal Process for the next academic year (third year of study) no later than April of the second semester of the corresponding academic year (January to May). They would be accommodated to start their curriculum by early July of the corresponding academic year. These students could remain in the same bedroom according to their availability.

4.7.1.4. Students Who Complete their Third Year of the Curriculum: These students must process the contract renewal process no later than April of the corresponding academic year. These students could remain in the same bedroom according to their availability.

## **PART V**

### **RECESS PERIOD**

#### **5.1. Academic Breaks**

The School of Optometry and the University recesses its administrative and clinical academic functions at least three times a year: Thanksgiving Day, in the Christmas period and at Easter. During the Christmas break students will not be able to stay in the rooms. This period will be used for maintenance before leaving for Christmas or Summer breaks, the dormitories students must:

5.1.1. Leave the refrigerator completely clean and free of groceries.

5.1.2. Leave your rooms clean and electrical equipment for personal use disconnected from the receptacles.

5.1.3. Leave rooms, bathroom and kitchen completely clean and free of waste.

5.1.4. In the term where the student is not required to leave the dormitories (Thanksgiving and Easter), residents who intend to stay in the dormitories must inform the Administrator one month in advance.

5.1.4.1. The Administrator shall prepare a list of the residents who will remain in the dormitories and deliver the list to the Dean of Students and the University Guard.

## **PART VI**

### **FIRST AID SERVICE**

Bayamón Campus has a First Aid Office located in the Student Services Building, where first-assist services are provided to the student who needs it, either by indisposition or crashing on the premises. In case of any medical emergency, you can contact the First Aid Office through telephone (787) 279-1912 extensions 2094 or 2061 or with the Security Office via telephone number (787) 279-1912 extensions 2000, 2001 or 2002.

First Aid Office service hours are 8:00 a.m. to 9:00 p.m., Monday through Thursday, Friday from 8:00 a.m. - 5:00 p.m. and Saturday slate s/he/she 8:00 a.m. to 12:00 p.m.

In the event of any medical emergency after hours and days of service, you can contact the Security Office by telephone number (787) 279-1912 extensions 2000, 2001 or 2002.

For more details on medical emergency care refer to the Protocol to Care for Medical Emergencies in University Housing, (see Annex 3) or access the e-mail address <http://bayamon.inter.edu/>

Note: Medical emergencies arising on Sunday, holidays or periods of academic and administrative recess must be reported to the University Guard. In these cases, the Protocol for Medical Emergencies in University Housing will apply (see Annex 3).

## **PART VII SAFETY AND PREVENTIVE MAINTENANCE SERVICE**

### **7.1. Security Service**

The Security Office is located in the Administration Building (D-124), next to the information counter. After 11:30 p.m. the service continues from the Access Control Case, within the Enclosure, next to Avenida Caridad del Cobre, in front of the Caná Urbanization. Security services are shared with a private company that provides its services from 11:00 p.m. to 7:30 a.m.

Security personnel is responsible for monitoring and protecting the premises of the Campus through continuous patrolling and an Electronic Surveillance System.

In the event of any emergency, please contact the following telephone numbers immediately:

- Campus Security Office: (787) 279-1912 extensions 2000, 2001 or 2002
- Housing Administrator: 787-906-5937
- Dean of Students: 787-955-1496
- Dean of Administration: 787-718-9684

### **7.2. Maintenance Service**

The School/University provides maintenance services in the common areas of the apartments in external areas: building stairs, sidewalks, parking and green areas.

It is the Resident's responsibility to clean his/her room and common areas inside the apartment by mutual agreement with the guests who share it.

### **7.3 Preventive Maintenance Service to Electrical Equipment**

The School/University offers maintenance service to the electrical equipment of the apartment (washer, dryer, stove, refrigerator, water heater and air conditioners) Maintenance costs are borne by the School.

### **7.4. Pest Exterminator Service**

The University offers fumigation service through a private company. The service will be offered once a month via itinerary prepared by the Administrator. The administrator will provide a copy of the itinerary

in each apartment. The administrator or his representative shall accompany the fumigation staff at all times.

## **PART VIII**

### **PROTOCOLS TO REPORT OTHER EMERGENCIES**

Occurrence or sudden accident where health is put at risk or exposed to physical danger to a student or visitor.

Other emergencies mean any act of nature, failures of structures or essential services. To address emergencies caused by acts of nature such as earthquake, hurricane and floods or those caused by human intervention, such as bomb threat or terrorist attack, refer to the Occupational Safety and Health Plan of the school.

#### **8.1. Emergencies in University Residences**

- In case of emergency, you must call the Campus Security Office by telephone number (787) 279-1912 extensions 2000, 2001 or 2002 or with the Housing Administrator at 787-925-7170 or the Dean of Students at phone 787-955-1496
- You must clearly report the resident's name, room number, problem type and location.
- When necessary, the Dean of Administration and or the Housing Administrator may order inspections of the apartments before and after an emergency.

#### **8.2. Medical Emergencies**

Refer to the Protocol to Care for Medical Emergencies in University Residences (see Annex 3), which was delivered to you when you signed your contract.

NOTE: It is the responsibility of any parent, guardian or person in charge of reporting to the Emergency Room as soon as possible (within 3 hours) when notified to you.

#### **8.3. Suspicious Persons**

When you encounter a suspicious person, you should follow the procedure below:

Don't intervene with the suspect, unless the suspect attacks.

- Move to a safe place.
- Observe the person's highlights, (height, skin or hair color, clothing color, etc.).

Observe the suspect's attitude.

Try as much as possible not to catch attention of the suspect.

- Contact the Security Office at the telephone number (787) 279-1912 extensions 2000, 2001 or 2002.

#### **8.4. Fire Eviction Exercises**

In order for residents to be familiar with the instructions to follow in case of fire, drills will be conducted with some regularity (minimum of 1 drill per year). All apartments have been provided with Smoke Detectors, Manual Stations and Fire Extinguishers. All residents should follow the following steps in case of fire:

Keep calm.

No matter how small the fire, notify the Security Office via telephone number (787) 279-1912 extensions 2000, 2001 or 2002.

- Leave the area until instructions are received from security personnel or the Administrator.

#### **8.6. Earthquake**

In the event of an earthquake, follow the procedure below:

Keep calm.

- Do not attempt to vacate the place. Immediately protect yourself from falling objects (mirrors, lamps, booksellers, among others).
- Protect yourself under a desk or table, against a column or in the corners of the room, away from the windows.

Do not try to abandon the building during the earthquake.

If outdoors, stay away from buildings and objects that may fall such as poles, windows, electrical cables, etc.

- Quickly assess the situation once the earthquake passes. If you are at risk, abandon it. Remember that after an earthquake replicas are likely to happen.

If you are asked to vacate the site after the earthquake, follow the instructions of the staff of the Security Office, University Housing Office or external personnel (bombers, police, eviction brigades and relief agencies).

#### **8.7. Climatological Phenomena**

During the warning of a tropical storm or hurricane issued by the National Weather Service, all residents must follow the following instructions:

- Call your family members in time to return homes before the emergency is declared.
- Close the windows.
- Move any object away from the windows to prevent them from getting wet.
- Place in a safe place any equipment and material you have on the floor.
- Leave the refrigerator completely empty, due to the possibility of power outage.
- Disconnect electrical equipment.

- Be attentive to radio, television or other media in which the University will provide information to reintegrate to classes after the emergency. Also, contact the Security Office at the phone number (787) 279-1912 extensions 2000, 2001 or 2002

Note: During the emergency only, exchange students and international students can stay in the apartments. The University may relocate residents to other facilities, as deemed necessary and available.

Housing Administrator may provide access to telephones, fax, and Internet Systems. Once the emergency is over and the area's communication systems reinstalled, students will be able to communicate with their families.

## **PART IX**

### **GENERAL PROVISIONS**

#### **9.1. Rooms**

Residents are responsible for the cleaning, order and maintenance of their rooms at all times.

Every resident should exercise caution with the use of electrical effects in the rooms. For example: irons, hair dryers, tongs, among others. Improper use may cause property and life damage.

The following equipment will be allowed in the rooms: TVs of no more than 19 inches, computers and laptops for listening music.

The student shall be liable for damages and loss of property to the building, room, furniture and equipment under his/her responsibility.

The University is not responsible for theft, loss or destruction of residents' personal items, such as money, jewelry, clothing, food, electronic equipment, equipment, utensils, utensils and other effects, regardless of whether such loss occurs in rooms or in common areas.

The student will be responsible for taking the trash out of their room and depositing it in designated areas. Likewise, they must establish by agreement between those who share the apartment the removal of the garbage that is generated in the kitchen and deposit it in the designated area.

It is totally prohibited, both in the rooms, common areas of the apartment and premises of the School of Optometry and the Campus:

1. Smoking
2. Possession and or consumption of alcoholic beverages.
3. Possessing, distributing or using illicit drugs.
4. Moving equipment and furniture from the assigned locations.
5. Shouts, unnecessary noises, insults, quarrels, alterations to peace and use of improper vocabulary.
6. Run, throw doors, radios and electronic equipment at high volume.
7. Clothing inadequate to academic environment.

8. Leave trash or personal items outside the rooms. (Example: shoes or electronic equipment).

10. Paint rooms or wallpaper.

11. Pasting or nailing items to doors and walls

12. Microwave ovens, electric stoves, and other kitchen items outside the areas assigned for that purpose.

## **9.2. Inspections and Entrance to The Rooms**

The Administrator (a) of the University Housing or its supervisor, reserves the right to enter the rooms periodically without prior notice to ensure the safety and proper maintenance of the rooms. If deficiencies in the cleanliness or violations of the Regulations are found, the resident must correct it. Failure to comply with the required period within the prescribed period, the resident may be subject to disciplinary action, fines and the cancellation or non-renewal of his contract.

- It is not allowed to change the locks on the doors of the rooms.

An inspection will be carried out before the resident occupies his room and at the time of eviction.

## **9.3. Keys and Access Equipment**

- Every resident will be given the key to the apartment, their room and access equipment, if applicable, subject to the following:

It is the responsibility of the resident not to misplaced the key or lend it. All lost key will cost \$50.00. The resident must provide the payment receipt obtained at the Bursar's Office by the University Housing Administrator or his/her representative in order to process a copy of the key to him/her.

If you do not make the payment, a restriction (hold) will be applied to the system that will prevent you from receiving other services.

## **9.4. Personal Effects**

- Each resident must bring full size sheets, holsters, pillows, bedspreads, towels, and personal items such as toothpaste, toothbrush, soap and items for personal hygiene, among others (see annex 8).
- Each resident must identify all personal effects with his or her name and room number and will be responsible for the safety of these items.

## **9.5. Repairs**

- In case of need repair in the facilities, such as breakage of a shower or problems with the kitchen, the situation should be informed immediately to the Administrator through the telephone number 787-925-7170
- For repairs in the rooms, the Administrator must be informed in detail of the nature of the fault.
- In case of intentional or negligent damage, the University will charge the student the cost of the repair.

- Residents shall cooperate with maintenance employees, physical plant, extermination officers, contractors or subcontractors in order for services to be performed effectively.
- The management of the University Housing will authorize the entry of employees to the rooms, without prior notice to residents, in the company of escorts authorized to carry out the necessary repairs.
- No resident may prevent work in his or her room previously authorized by the Administrator of Housing, which promote the quality of the services offered, safety and health.

### **9.6. Kitchens**

Every guest must exhibit the following behavior each time they use the kitchen:

- Clean the stove, stove, microwave and sink every time you use it.
- Place your food in the freezer in plastic boxes identified with your name. Plastic bags will not be allowed (these prevent the freezer from cooling capacity). Plastic boxes for freezers must have a size of 12 quarters.
- Throw the trash in the trash bin.
- Be responsible for your meals and kitchen items. The University is not responsible for the loss of the same.
- Use the stove and microwave only to make food.

### **9.7. Bathrooms**

With regard to hygiene in bathrooms, each guest or residents must assist in the following:

- Keep toilets unloaded and floor free of papers.
- Deposit sanitary towels in the bathroom's waste bins.
- Deposit remains of soap, shavers, empty bottles, among others in the bathroom's waste bin.
- Collect hair from the floor of the showers to prevent pipes from clogging.
- Maintain order and neatness in the bathrooms.

### **9.8. Common Areas**

Areas of common coexistence will be for the use of all residents. The hours of silence, rules, dress and other courtesy and rules of coexistence that they must keep towards other members of the community should always be maintained. In such areas, the furniture will remain in the place that has been placed and will be used properly.

### **9.9. Stairs**

Stairs should be kept free of obstacles. They are for emergency entry and exit.

The following shall not be permitted:



- Smoking
- Clothes and other items.
- Chatting
- Sit down and interrupt the free passage.

#### **9.10. Resident Conduct**

The resident will act with respect and consideration, both to the staff who manage the dormitories and to their colleagues and visitors.

Any violation of the Regulations will entail penalties that may result in the total separation of residence and school.

#### **9.11. Period of Silence and Study Schedule**

The study schedule of the University Housing is continuous. Therefore, every resident must observe conduct of respect and consideration for his or her peers at all times.

No talks or noises are allowed on stairs, in common areas and outdoor areas adjacent to the apartments between 10:00 p.m. and 9:00 a.m.

#### **9.12. Residents' Clothing**

The resident will not leave out of his or her room or to the common areas of the residence in underwear, with towel, semi-naked.

Residents must wear appropriate clothing in academic management while remaining in the School and Campus, always observing respect and good manners.

#### **9.13. Alcoholic Beverages and Illicit Substances**

The possession, distribution and consumption of alcoholic beverages and illicit substances in the apartments-bedrooms, the grounds of these, the School of Optometry and the Campus, is strictly prohibited. Failure to comply with these rules will apply to the General Student Regulations.

#### **9.14. Room Safety**

Residents must lock the door when leaving their rooms.

#### **9.15. Personal Security**

9.15.1. Where the life of a resident guest or other person is at risk, the following authorities shall be notified immediately:

University Guard to the telephone number (787) 279-1912 extensions 2000, 2001 or 2002, who will immediately inform the Administrator of Housing at the School of Optometry, who will immediately inform the Dean of Students and the Dean of Administration.

9.15.2. In the event that any student or employee detects the presence of a person who is not a resident at residents' exclusive use areas, he or she will immediately notify the University Guard at the telephone

number (787) 279-1912 extensions 2000, 2001, 2002 or 2205, who will inform the Administrator of Housing, who will evaluate the situation and take the appropriate measures.

The staff of the Security Office may intervene with resident students at any time necessary, with the purpose of maintaining an environment of study and community orderly within a framework of mutual respect.

#### **9.16. Temporary Guests**

The School/University may admit on a temporary, according to the availability of spaces, other persons who do not study under an academic degree at the Institution. They will be accepted only in special circumstances and with prior authorization from the Dean of the School.

#### **9.17. "Proctors"**

- "Proctor" is defined as that resident student and leader, responsible for ensuring order on each floor and that makes residents comply with the Manual of Standards and Procedures of University Residences.
- Residents will be responsible for respecting the "proctors" and following their instructions.
- Collaborate to facilitate the adaptation and healthy coexistence of residents.
- Help ensure order, and avoid unnecessary talks and noises that affect the rest of other residents.
- Hold regular meetings with residents.
- Collaborate with the Administrator on the tasks indicated.

#### **9.18 Meetings**

Residents may be summoned to meetings where assistance is required from all members of a specific floor or the entire University Housing. Absent residents will be responsible for the matters discussed.

### **Part X**

#### **INSTITUTIONAL POLICY ON DISCRIMINATION**

##### **10.1. Non – Discrimination Policy**

The Inter-American University of Puerto Rico does not discriminate on the basis of race, color, gender, religion, political ideas, national origin, disability, marital status, or age. If any student believes that they have been discriminated against in the University Housing, they should contact the Dean of Students or the Dean of Administration as soon as possible.

### **Part XI**

#### **DISCIPLINARY PROCEDURES**

##### **11.1. Procedure**

The nature and seriousness of the offense or violation will determine the disciplinary action to be applied by the Administrator and/or the Dean of Students, or Dean of the School of Optometry as

appropriate. Any violation of any article of the General Regulations of Students will be evaluated by the Dean of Students which will determine the corresponding disciplinary measures.

- Serious violations may result in immediate and permanent suspension or expulsion of the resident.
- Less serious violations may result in verbal or written reprimand with notice to their parents or guardian, fines, probation, temporary suspension or non-renewal of contract.
- Residents may appeal the Decision of the Administrator to the Dean of Students within the next five (5) days from the date on which he/she was notified. The student must submit an appeal in writing within the term indicated. If the student does not file an appeal, the decision of the University Housing Administrator will be final.
- The Dean of Students reserves the right to initiate independent discipline proceedings under the provisions of the General Regulations of the Institution.
- Any resident who is suspended or expelled from the Inter American University of Puerto Rico as a result of disciplinary action, will not be permitted access to the University Housing.

Note: See Annex I and J for the Disciplinary Process

## **Part XII**

### **SEPARABILITY CLAUSE**

#### 12.1. Severability Clause

If any part or section of this Regulation is declared null and void by a competent authority, such a decision shall not affect the remaining ones.

## **Part XIII**

### **AMENDMENTS, SUPPLEMENTS OR DEROGATION**

#### 13.1. Power to Amend and Repeal

Amendments, supplements, or repeal of this regulation must be approved by the Dean of the School of Optometry, Dean of Administration, and Dean of Students.

## **Part XIV**

Approval

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Dr. Andrés Pagán, Dean

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Dr. Iris Cabello, Dean of Students

**Part XV**

Review

Document Date of Review and Effectiveness Person Responsible

School of Optometry Housing Regulations \_\_\_\_\_

**Part XVI**

Annexed

- A. Application for University Residences
- B. Personal Information and Medical Emergency Treatment Authorization
- C. Protocol to Care for Medical Emergencies in University Residences
- D. Certification and Receipt of Keys, Beepers - University Resident / Administration
- E. University Residences Inspection Sheet
- F. Consent to Termination of Contract University Residence
- G. Items Required and Allowed in The Rooms of University Residences
- H. Disciplinary System University Residences
- I. Disciplinary Contract
- J. Certification of Receipt of Documents
- K. Request for Reasonable Accommodation for Students with Disabilities