

RESIDENTIAL LIFE POLICIES AND PROCEDURES

A. Guests and Visitors

1. No person may enter a hall or living unit in which they do not live without an escort who is a resident of that hall or living unit. Guests of residents must be escorted at all times within the residence halls.
2. Residents may not host guests overnight in the residence halls.
3. Residents are responsible for the behavior of their guests while guests are on residence hall grounds.
4. Any guest behavior that violates university policy can result in hosts being held accountable in the campus judicial system. Residence management reserves the right not to allow particular guests to be present in the center if their behavior creates a disturbance for other residents or residential staff.

B. Quiet Hours

These are in effect as follows:

- ✚ Sunday to Thursday 22:00-0600 am;
- ✚ Weekends and Public Holidays - midnight to 8am
- ✚ During final examination period, 24-hour quiet hours may be in effect.

Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or lounge. Residents are expected to demonstrate courtesy and consideration toward others at all times and, if asked to respect this right, are expected to comply immediately.

C. Visiting Hours

1. All members of the residence hall community share the responsibility of helping to secure their community's welfare by communicating to visitors the expectations established through these regulations. Daily guest visitation is limited to the following hours:

Friday	16:00 - 20:00
Saturday	09:00 - 20:00
Sunday	09:00 - 20:00

2. All visitors are required to leave a picture ID at the Residence Hall Desk.
3. It is the responsibility of each resident to register his or her guest at the residence hall front desk, and escort them at all times.
4. Cohabitation is not permitted in the residence halls.
5. Residents take responsibility for their visitor(s) for the duration of their visit.
6. No person shall interfere with the entertaining of a visitor by a resident, unless the visitor is infringing upon his or her rights.

D. Activities Resulting in Disturbance, Distress, or Damage

1. Individual or group activities that result in distress or disturbance to others are prohibited. Individual or group activities that can cause damage or destruction to property are also prohibited. Types of behavior that fall into this category include but are not limited to indoor sports, hallway disruptions, activities or practices that lead to unsanitary conditions, pranks, use of water guns, and placing trash in public areas.
2. Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.
3. Writing offensive and/or inappropriate language or symbols on dry erase boards, walls, or other areas frequented by the public is prohibited.
4. Gambling or behavior associated with gambling that results in disruption to the residence hall community is prohibited.

E. Room Responsibility

1. Residents are responsible for any activities, policy violations, or damages that occur in rooms to which they have been assigned when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damage occurred. This includes activities, policy violations, or damages caused by guests of residents.
2. Residents or guests who are present in a residence hall room and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a university official and/or has left the room upon discovering the violation.
3. Painting or furniture modification, including the possession of public-area furniture in individual rooms, is prohibited.
4. Personal furniture and other belongings are prohibited from being stored in public areas.
5. Modification of permanent wiring within a hall or living unit is prohibited.

6. Window screens must be secured at all times. Residents may be charged a replacement fee.
7. Window surfaces must be kept 25 percent clear of all opaque materials, such as aluminum foil, posters, or signs.
8. Room doors must be kept free of flammable materials, particularly loose paper. Doors should not be wrapped or covered with flammable materials.
9. Displays and/or decorations of paper, dried vegetation, corrugated cardboard, or light plastics that cannot be flame proofed are prohibited.
10. Electrical outlets must be appropriately used, and electronic equipment (computers, stereos, etc.) must not overload circuits, be left unattended, or be improperly wired to create a safety hazard.
11. Residents must not operate a commercial business from their rooms or from any part of the residence halls.
12. Residents must have proper administrative approval to move from their assigned residence hall room to another residence hall room.
13. Residence agreements shall not be violated.
14. Occupying residence hall space outside the contract period is prohibited. This includes failure to vacate the residence halls when they are closed.
15. Residents who are living alone in a double room and have not been approved to have the room as "a single" will be expected to clear one-half of the room within 24 hours of being notified that another resident is moving into the room.
16. Only the mother and the father are allowed to visit their child's room.
17. Respect quiet hours everywhere in the residence (noise is not to be heard outside the student's room)

F. Keys

1. All residence hall room keys are the property of IUGB and may not be loaned or duplicated by residents.
2. Lost keys must be reported immediately to residence hall staff. Found keys must be given immediately to residence hall staff.
3. Replacement for a lost key is 10.000 fcfa
4. Residents must return room keys upon checking out of the residence hall. Failure to do so could result in a disciplinary charge.
5. Residents are expected to be responsible for their keys at all times. While residence hall staff will unlock a resident's room door when the resident

loses or forgets his or her key or key card, residents who abuse this service are in violation of residence hall rules.

G. Prohibited and Restricted Items

Residents are prohibited from having the following items in their rooms:

1. Flammable liquids and other similar materials.
2. Open-coil appliances and heaters, including, but not limited to, immersion coils, pottery water-warmers, toaster ovens, hot plates, and large power tools.
3. Fire/open flame materials or high-heat producing devices, including, but not limited to, burning candles, burning incense, incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal and propane grills, and sunlamps.
4. Antennas or wires extending outside room windows.
5. Waterbeds.
6. Firearms or other weapons.
7. Alcoholic beverages.
8. Illegal drugs.
9. Animals and guests' pets are not permitted.
10. All containers of alcohol are prohibited, even if the containers are empty. This includes liquor bottle or beer can displays that are meant to be decorative.

H. Rights and Freedoms

1. Actions that infringe generally upon the rights and freedoms of other students are prohibited, regardless of the intention behind the actions. Such actions include, but are not limited to, harassment, intimidation, discrimination, coercion, and threat.
2. Sexual harassment, racial harassment, and harassment based on sexual orientation, are prohibited.

I. Smoking

1. All areas of all residence halls are smoke-free (nonsmoking) areas.
2. Smoking is prohibited.

J. Selling and Soliciting

Door-to-door sales or solicitation in the residence halls is not permitted. Resident and student organizations registered with the university may obtain permission to sell merchandise or services in the public areas of the residence halls.

K. Fire Equipment and Safety

1. Tampering with any firefighting equipment, including, but not limited to, fire alarms, fire extinguishers, exit lights, and smoke detectors is prohibited.
2. Failing to vacate the residence hall when directed to do so by residence hall staff, emergency staff, or the sounding of a fire/smoke alarm is prohibited.
3. Improper use of kitchen/cooking facilities is prohibited.
4. Throwing items or shining lasers from residence hall windows is prohibited.
5. Blocking hallways and doors with personal items is prohibited.

L. Dining Hall

1. It is the responsibility of patrons to keep the dining area free of litter, waste or any form of garbage. Members found responsible for littering will be subject to appropriate sanctions, which may include being barred from further use of these facilities.
2. Patrons are to remove their trays, table service, and/or trash to the designated areas.

M. Student Government Property

1. Individual students or subdivisions of residence hall student government are expected to return borrowed student government property at the prescribed time. Student government property is to be returned in an undamaged condition.

N. Unit Disciplinary Action

General regulations governing the behavior of residence hall living units are set forth in the Code and the disciplinary procedures for student organizations. A residence hall living unit is subject to unit disciplinary action whenever violations due to actions or activities occur either within or near the residence halls. Specific provisions regarding disciplinary action that can be taken against residence hall units are as follows:

1. If individuals responsible for damage cannot be identified, the residents of the floor will become collectively responsible for the cost of repair and/or replacement.
2. In situations where the damages are extreme or repetitive and/or the unit is severely disruptive, floor, or unit may be disbanded and the residents reassigned to other residence halls.

O. Alcohol Use—

1. Alcohol Beverage consumption is prohibited.
2. Possession of open containers of alcoholic beverages and consumption of alcoholic beverages are not permitted in any area of the facility.

3. To protect the health and safety of residents and their guests, alcoholic beverages may not be served at sponsored events held at IUGB.
4. Student Organizational Account funds cannot be used to purchase alcoholic beverages.

CODE OF CONDUCT IN DETAIL

Code A Offenses

Code A Offences are violations of campus norms deemed essential to the preservation of institutional integrity. A student found to have violated Code A Offences will usually be subject to Suspension or Expulsion from the University. (Please refer to Section N of these Procedures for a description of these sanctions).

1. Aiding, Abetting or Inciting. Assisting, hiring or encouraging another person to engage in a Code A violation.
2. False Report of Emergency. Knowingly and purposefully causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
3. Injury or Death. (a) Inflicting bodily harm upon any member of the IUGB community; (b) taking any action for the purpose of inflicting bodily harm upon any member of the IUGB community; (c) taking any reckless but not accidental action from which bodily harm could result to any member of the IUGB community; (d) causing a member of the IUGB community to believe that the accused or his or her agent may cause bodily harm to that person or any member of his or her family or any other member of the IUGB community; (e) inflicting or attempting to inflict bodily harm on oneself; (f) Death. Any action which results in death of a member of the IUGB community or his or her family.
4. Possession of Weapons. Unauthorized possession, manufacture or use of explosives, dangerous chemicals, or weapons on University property or at any University function, including but not limited to (a) any firearm, (b) any dangerous knife, (c) tear gas weapons without a permit, (d) slingshots, and (e) bow or crossbow designed to shoot arrows. University Security may require regular or ad hoc searches. Items identified as potential weapons may be confiscated by University Security Services.
5. Sexual Offence or Threat to do Same to a Member of the IUGB Community. Sexual offence is non-consensual sexual conduct including but not limited to rape, sodomy, oral copulation, sexual battery, or sexual penetration with a

foreign object. Please refer to the Sexual Offence Policy as found in this Student Handbook for more information (Section 61).

6. Drugs. Possession, sale, distribution, or manufacture of, or the attempted sale, distribution, or manufacture of any drug (including alcohol) or medically unsupervised use of drugs that may involve medical or psychological hazards to individuals on University properties or at official University functions that is unlawful or otherwise prohibited, limited, or restricted by University policies or regulations, or may lead to interference with the rights and privileges of others.
7. Stalking. Stalking is defined as repeatedly contacting another person when the contacting person knows or should know that the contact is unwanted by another person and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. "Contacting" includes but is not limited to communicating with or remaining in the physical presence of the other person.
8. Hazing. The term "hazing" is defined in the Hazing Policy included in this Handbook, section 59.
9. Repeat Violation. Any repeated violation of either a Code A or B Offence.

Code B Offences

A student found to have violated any of the following regulations will be subject to the full range of sanctions set forth in Section N of these procedures. Possible sanctions may include Suspension and Expulsion from the University, depending on the severity and frequency of the student's conduct.

1. Abusive Behaviour. Abusive behaviour directed toward or intimidation of a member of the IUGB community including but not limited to student-to-student heckling, badgering, or otherwise abusive behaviour.
2. Aiding, Abetting or Inciting. Assisting, hiring or encouraging another person to engage in a Code B violation.
3. Assault/Battery. Assault, battery or any threat or force of violence upon a student or upon a member of the IUGB community.

4. Violation of the University's Computer and Network appropriate Use Policy, as printed in this Handbook, Section 62.
5. Destruction of Property. The damaging, destroying, defacing, or tampering with IUGB property or the property of any person or business on IUGB property or at a IUGB function, including but not limited to, taking down, defacing, or otherwise damaging IUGB authorized posters, handbills and/or notices posted on IUGB property.
6. Disruption of the Educational Process. (a) Destruction or disruption on or off IUGB property of the IUGB educational process(es), including but not limited to interrupting, impeding or causing the interruption or impediment of any class, lab, administrative office, IUGB activity or IUGB authorized student activity; (b) administrative process or other IUGB function, or (c) disturbing the peace on IUGB property or at any IUGB function.
7. Disruptive or Disorderly Behaviour. Disruptive behaviour, including but not limited to disobedience, habitual profanity or vulgarity or the open defiance of the authority of or abuse of IUGB personnel. Disorderly behaviour in the classroom (e.g., shouting or making bothersome noises, speaking out of turn repeatedly, or otherwise disrupting the orderly classroom process).
8. Disturbing the Peace. Disturbing the peace and good order of IUGB including but not limited to fighting, quarrelling, or disruptive behaviour.
9. Failure to Appear. Failure to appear before a IUGB official when directed to do so.
10. Failure to Comply or identify. Failure to comply with a directive of IUGB employees or University Security acting in the performance of their duties, or failing to identify oneself to these persons when requested to do so.
11. Failure to Repay Debt or Return University Property. Failure to (a) repay debt to IUGB; (b) return IUGB property; or (c) return property of any member of the IUGB community.
12. Forgery. Forgery, alteration or misuse of IUGB documents, records, or identification, or knowingly furnishing false information to a IUGB official.
13. Gambling. Unauthorized gambling on IUGB property or at any IUGB function.
14. Lewd Conduct. Engaging in lewd, indecent or obscene behaviour on IUGB property or at a IUGB function.
15. Misrepresentation. Misrepresentation of oneself, or of an organization, to be an agent or representative of IUGB.
16. Misuses of Identification. Transferring, lending, borrowing, altering or unauthorized creation of student identification cards or passwords.

- 17.Smoking. Smoking in an area where smoking has been prohibited by and printed in this Handbook.
- 18.Theft. Theft of IUGB property or services or theft of property or services from any person on IUGB property or at a IUGB function or any business operating on campus.
- 19.Unauthorized Entry or Trespass. Forcible or unauthorized entry to any building, structure, vehicle, facility and/or unauthorized entry to or use of IUGB facilities.
- 20.Unauthorized Possession or Use of Property. Possession or use of IUGB property or property of any member of the IUGB community without permission or authorization of the owner of the property.
- 21.Unauthorized Recording or Photographs. Tape recording or photographing any person on IUGB property or at any IUGB function without that person's knowledge or consent.
- 22.Unauthorized Use of Alcoholic Beverages. Unauthorized possession, distribution or consumption of alcoholic beverages on IUGB property or at any IUGB function; or public intoxication or being under the influence of alcoholic beverages on IUGB property or at any IUGB function. (Refer to the University's Drug-Free Policy, Section 47, included in this Handbook for additional information).
- 23.Unauthorized Use of IUGB Keys. Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room or other IUGB property.
- 24.Violation of Health and Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on IUGB property or at any IUGB function, including but not limited to activity on the facades, ledges or roofs of University structures or the launching of an object or substances from within or on a University structure or property.
- 25.Violation of Posted or Printed IUGB Rules. Violation of any University policies, procedure, rules, and regulations concerning student conduct provided that reasonable notice has been given, including but not limited to those published in this Handbook as well as those published by the University Security, Residence life and Dining Services.
- 26.All students activities' documents should be approved by the department of the Student Life and Services.

Disciplinary Action

First Offense	Second Offense	Third Offense
<p>Verbal, Written, Suspension or Expulsion depending on the severity of the violation.</p> <p>Depending on nature/severity and other factors</p>	<p>Probation for a minimum of 2 semesters; another infraction of any nature is likely to result in expulsion from University-operated housing with no further opportunity to return</p> <p>Depending on nature, severity and other factors, notification of parent or legal guardian in writing</p> <p>Notification of appropriate University officials if student is involved in co curricular activities or intercollegiate sports</p>	<p>Expulsion from University-operated housing typically with no opportunity to return</p> <p>Notification of parent or legal guardian in writing and by telephone</p> <p>Notification of appropriate University officials if student is involved in co curricular activities or intercollegiate sports</p>

The University will regularly review the effectiveness of this policy and implement changes to the program if they are needed and ensure that the sanctions outlined in the policy are consistently applied.