

Alcohol Policy

The staff of the Office of Residential Life is legally obligated to uphold the drinking law in the state of Maryland. The law, in short, makes it illegal for anyone under the age of 21 to purchase or consume alcoholic beverages. Possession or consumption of alcoholic beverages in University housing by any students under 21 years of age is prohibited. Students must be in full compliance with the University's policy and with local, state and federal laws. Students of legal drinking age are permitted to drink in their rooms, but not in the common areas, and not with underage persons present.

Residents are expected to police their own behavior with respect to the law. Being intoxicated will not be accepted as an excuse for behavior that violates community standards, nor will it lessen a resident's accountability to the University or the residential community.

All guests present must also be of legal drinking age, and must be escorted by the person they are visiting. No beer kegs, funnels, flasks, or alcohol paraphernalia is permitted, including, empty decorative alcohol bottles.

Automobiles and Driving on Campus

Student parking in the area is limited. Freshmen and sophomores are strongly discouraged from bringing cars to campus because students living in the residence halls do not qualify for either a city or a campus permit. For more information on campus parking, please call 410-516-PARK.

Driving or parking motor vehicles of any kind on the paths or lawns anywhere on campus is strictly prohibited under the Campus Traffic and Parking Regulations.

Motor scooters, motorcycles and mopeds may not be kept in University buildings.

Bicycle Storage

Due to the fire safety code, residents are not permitted to park bicycles in hallways or attach them to stairwells, security fences or any other common area. Students residing in AMR1, AMR2, Buildings A or B may use the AMR2 Bike Room. To acquire a key to the AMR2 Bike Room, bring a \$15 refundable deposit to the AMR II Housing Office. Bicycles are left in the bike room at your own risk. Bicycles for those students residing in Wolman or McCoy halls can be stored in the McCoy Bike room, which is just inside the McCoy entrance. Students must go to the Wolman Hall Housing Office for McCoy Bike Room access. Bradford Apartment residents have bike racks available in the laundry room of Bradford. Homewood Apartment residents have bike racks available on the first floor of Homewood. The Charles Commons' bike rack is located outside the Charles Street entrance. All residents must supply their own cables and locks to secure their bicycles to the bike racks in each area.

Computer Fraud

JHU makes available computer and network information resources for the purposes of instruction, independent study, authorized research, and the official work of the offices, departments, recognized student organizations, and agencies of the University. Those who access University computer facilities and campus-wide communication networks assume responsibility for appropriate use. Any activity that intentionally obstructs or hinders authorized use of University computer and network resources, or violates the conduct code is prohibited and will result in disciplinary action ranging from loss of computer privileges, to suspension/termination from the University. For more information please read "Policies for Student Use of Shared Information Technol-

ogy Resources" located at: <http://www.it.johnshopkins.edu/services>. The use of these resources is a privilege granted by the University, not a right.

Cooking Appliances/Sanitation

Cooking appliances are allowed in residence halls, and apartments. However, all appliances must have an automatic shut off and may not contain an external heating element. All appliances must be UL approved. Refrigerators and freezers leased or brought from home may not exceed 4 cubic feet or 1.5 amps. Microwaves must not exceed 1100 watts. Appliances must remain clean and should a sanitation problem arise, your appliance may be confiscated.

Dangerous Chemicals

Dangerous chemicals, for reasons of safety, may neither be used nor stored in University housing. For clarification on substances that fall into this category, please contact the Office of Residential Life or the Housing Facilities Office.

Decorating/Alterations

You must adhere to the following guidelines in decorating and caring for your personal space:

- You may not install equipment, satellite dishes, or built-in bookcases (furniture), or make alterations, paint or make repairs to the inside or outside of your space.
- You may not change or add to the existing wiring.
- Transparent tape, adhesives, tacks or nails are not to be used on walls. Hooks and wires for hanging pictures from the molding in the room are available in the Wolman Housing Facilities Office or the AMR2 Housing Office.
- For fire safety reasons, you may not hang items from your ceiling, including but not limited to holiday lights, lamps or large tapestries.
- All decorations must cover no more than 1/2 of your total wall surface area and cloth decorations must be clearly labeled "flame retardant" or "flame resistant".
- No additional locks may be installed on room doors, suite doors, or apartment doors.

For safety reasons, nothing may be attached to bedroom or suite doors with the exception of one message board on your door. If the door becomes damaged from the removal of the memo board and cannot be returned to its proper condition, the occupant(s) will be responsible for repair costs.

Drugs

The possession, use or distribution of illegal drugs as defined by federal, state and local statutes is prohibited on University property. Students known to possess, use or distribute illegal drugs or drug paraphernalia, including but not limited to water pipes, hookahs or bongs will be liable to public law enforcement sanctions and serious University disciplinary action.

Members of the Residential Life staff are obligated to report any knowledge they have about any violation of this policy to Security and/or the Director or Assistant Director of Residential Life.

Fire Safety

Smoke detectors have been installed in each student room for protection in case of fire. In addition to detectors Wolman, McCoy, Bradford, Charles Commons and Homewood have sprinkler systems. It is unlawful to tamper with this equipment or any other fire safety

equipment. Students will be charged for damage to these units. Tapestries/flags that are not clearly marked "flame resistant" or "flame retardant" may not be hung on the walls. Posters, tapestries or any other items are not permitted to be hung from the ceiling. Wall coverings should be no larger than 24" x 36", and posters, or pictures (or a combination of the two) and other flammable items may not cover more than 1/2 of the total surface of the wall.

Flammable liquids such as propane and lighter fluids are prohibited. Candles, including decorative candles, incense, and hookahs are not permitted in University housing. Halogen lamps of ANY type (desk, floor, or otherwise) and lamps with plastic covers are also not permitted in University housing; if found, they will be confiscated and disposed of. Space heaters are also prohibited and will be confiscated. Students may not install window air conditioners in their residence hall room/apartment or suite.

WARNING: Chargers (for cell phones, cameras, laptops, etc.) and adapters can pose a fire hazard at times. They are to be unplugged when not in use.

Fireworks and Weapons

The possession or use of fireworks is a violation of Maryland state law as well as University policy. The possession, wearing, carrying, transporting or use of firearms, explosives, paint guns/balls, pellet/stun weapons or any other kind of weapon (including but not limited to knives, nunchuks, swords, fencing foils, etc.) is strictly forbidden on University premises. This prohibition also extends to persons who may have acquired a government issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion. Disciplinary action for violations of this regulation will be the responsibility of the Divisional Student Affairs Officer, Dean, or Director.

Harassment, Personal Respect and Safety

Any action or situation involving verbal, mental or physical assault and/or abuse including harassment, intimidation or other conduct that recklessly or intentionally endangers or threatens the health, safety and welfare of another student will be met with serious disciplinary action.

All students are expected to treat one another with respect. If any student is involved in a hate or violent crime, severe disciplinary action will be administered by the Office of Residential Life or the Dean of Students' Office.

Liability

The University does not carry insurance to compensate students or their families for losses suffered due to fire, theft, water damage, etc. Students are strongly advised to check their current home insurance coverage and secure the appropriate rider or seek additional coverage through a special policy. Laptop computers are a common target for theft. In addition to ensuring that you have coverage for your valuable items such as laptop computers and jewelry through your own insurance provider, please also consider using a laptop cable-lock device and/or safe for added protection. Personal protection is further enhanced by locking your door when you are not present in your room or when you are showering or sleeping. Give careful consideration and leave unnecessary valuables at home. For more information about renters insurance from the National Student Services, Inc., contact the Wolman Housing Office at (410) 516-7960, or the AMR Housing Office at (410) 516-8282.

Noise

Residents are expected to respect the needs of fellow residents to study and sleep in student housing. Reasonable quiet must be maintained at all times. The use of radios, televisions, stereos and other audio equipment is permitted provided that the volume level does not disturb the sleep or study needs of other residents or neighbors. The University reserves the right to revoke this privilege if equipment usage disturbs other residents. Music should not be played loudly out of the windows. Amplifiers for musical instruments or microphones are not permitted in University housing. Residents are strongly encouraged to play musical instruments in the music practice rooms located in their buildings rather than in their residence hall rooms. Quiet hours will be established during final exams.

Roommates are encouraged to discuss acceptable noise levels within residence hall rooms, suites, or apartments so that everyone within the unit can live, study, and sleep in comfort.

Pets

No pets of any kind are permitted in the residence halls or apartment buildings. This includes animals, birds, rodents, reptiles, fish and insects. Residents who violate this policy may have their pets turned over to an animal shelter and may be sanctioned accordingly.

Right of Entry

Hopkins' personnel have the right to enter the premises for inspection at any time whenever necessary for purposes of repair, maintenance, health and safety assessment, and break close-down. The right of entry includes but is not limited to agents of the University who enter the premises for the purpose of inspection and treatment of rodent and insect infestation or inspection for compliance with Housing regulations. Residential Life personnel may also enter if a safety or policy violation is perceived to be occurring in the room and no one is answering the door. The signing of the housing contract only allows entry into the assigned University housing facility by the student resident and the resident's invited guest.

Non-Smoking Policy

University housing including residence halls and apartment buildings are non-smoking. Specifically, smoking will be prohibited inside University housing buildings, including but not limited to, student rooms, suites, lounges, bathrooms, common areas, stairwells, lobbies and elevators. In addition, removing window screens and leaning out windows to smoke is prohibited.

Residents who smoke must do so outside of the building and must be far enough away from the building that smoke will not filter into the building via exterior doors, windows or the building ventilation systems. Full cooperation with this policy is expected. Any violation of this policy will result in a \$75.00 fine and may be subject to further disciplinary action.

Guests

Residents are permitted to house overnight guests in their rooms provided that they first obtain the consent of their roommate(s) and/or suitemates. However, the University reserves the right to prohibit overnight visitors. Extended visits (over 3 days) are prohibited by the University. Residents must properly sign in their guest(s) with Security and guests must leave a form of picture identification with Security during their stay. Residents are responsible for, and should be with their guests at all times. Keys are not provided for guests.

Health and Safety Assessments

Student rooms in University housing will be assessed for health and safety concerns once in the fall semester and once in the spring semester by staff members from the Office of Residential Life and the Housing Office. These assessments are intended to ensure that basic cleanliness and fire safety practices are being observed.

Any University/non-University property not authorized to be in a student's room will be confiscated and the students who reside in the room will face disciplinary action. Such items include, but are not limited to halogen lamps, hookahs, city or University signs, and common area furniture.

Prohibited items may also be confiscated if found during maintenance to the room or during inspections on close-down days.

The expectation is that you will observe at least a minimal level of cleanliness. Food should be stored in air tight containers and dirty dishes should be washed promptly. Residents of Homewood, Bradford, Wolman, McCoy and Charles Commons who have kitchenettes and bathrooms, and residents of Buildings A and B who have bathrooms, must clean them on a regular basis. This is a sanitation issue. Suites that are not properly cleaned could be subject to disciplinary action which may include fines.

No empty food container, can and/or bottle collections are permitted.

Power Strips/Surge Protectors

Power strips may be used in your residence hall or apartment room, but they must be UL approved with a surge protector. The cord can be no longer than 6 ft., only one power strip plugged into a single outlet, and a power strip cannot be plugged into another power strip. Power strips should be unplugged when leaving your room for five or more days. They may not be used in bathrooms, or connected with other power strips. Please do not staple or tack them to the walls, floor or ceiling. Also do not cover the power strips or cords with carpet, furniture or other objects that may prevent air flow.

The power strip must meet the following criteria:

1. Must contain an internal circuit breaker.
2. Must have the approval label of Underwriters' Laboratories.
3. Must not exceed 6 outlets.
4. Must not have cracked or exposed wires, burn marks, loose connections or other damage.
5. Electrical load on strip must be less than 20 Amps.

Release from Room and Board Contract

The signed room and board contract is a legally binding agreement for the entire academic year. Due to a two-year residency requirement, all freshmen and sophomores not residing in the Baltimore area with their parents or legal guardian are required to have room and board contracts for their freshman and sophomore years. A release from this contract is permitted only under conditions of academic dismissal, withdrawal or leave of absence and with written approval of the Associate Director of Housing. Under these circumstances, the student is expected to vacate the room and return all keys to the appropriate Housing Office. Students will receive a prorated refund of housing and dining charges in accordance with University policy if they withdraw prior to the end of the 10th week of the semester. There will be no refunds after the end of the 10th week of the semester. Students who vacate a room without notifying the Housing Office and properly checking out will continue to be billed for the space and all damage therein until the appropriate documentation is received by the Housing Office. Upperclass students who choose to contract with housing are committed to their contract for the full

academic year. However, the refund policy described above applies to upperclass students as well. In addition, should an upperclass student sign a contract, continue as a full time student and formally cancel the contract during the period of June 1 through the earliest move-in date, the upperclass student will be charged for only two months of room and meal plan charges. Thereafter, the upperclass student is responsible for payment of all charges under the contract for the full academic year.

Room Arrangements

The furniture in University housing can be arranged in a variety of ways. The furniture is "loftable", which means the beds can be bunked or mounted on other furniture to maximize floor space. Lofting requires special equipment; residents must sign up for this service through the Housing Office.

Be careful with the furniture. You are responsible for any damage to the furniture beyond normal wear and tear. Inform your RA if any furniture is missing from your room once you move in.

Furniture, window screens, and other University furnishings are not to be removed from their assigned locations. This includes, but is not limited to, removing room furnishings from one room into another within the same suite and/or common areas. The following may not be moved into your room, suite, or apartment: a waterbed, dishwasher, clothes washer, clothes dryer or air conditioner. Removal of furniture or screens from rooms and or common areas may result in disciplinary action and/or fines.

Limited storage space precludes our ability to store furniture for the semester/year.

Room Change

Room changes may occur after the six-week "room freeze" period ends. Students wishing to change rooms should contact their RA to discuss the situation thoroughly and to explore other options. No room changes or roommate switches will be permitted without official approval from an Assistant Director of Residential Life. Unapproved room changes will result in a fine.

Room Keys & J-Cards

Room keys and J-Cards are very valuable items and it is essential that students maintain their own safety by holding onto their key(s) or J-Card(s). If a room key or J-Card is lost, the appropriate housing office should be contacted immediately or Security should be contacted after hours. A lock change will result, the J-Card will be replaced, and the student will be charged accordingly. Keys and J-Card(s) issued to the resident are the property of the University and cannot be exchanged, duplicated, or given to another student. Student safety is our utmost concern. In conjunction with our own efforts to provide a secure living environment, it is important that students take an active part in ensuring their safety by always locking their doors whether present or not, and never grant access to the living space to persons other than their guests, for whom they are willing to be responsible.

Student Status Requirement

University housing is provided to current registered full-time undergraduate students. When a student graduates, withdraws, takes a leave of absence, fails to register full-time for the semester, or is academically dismissed, the individual will be required to vacate University housing immediately. Students in concurrent programs, whose status changes during the current lease period, are eligible to remain

in University housing through the end of the lease period. However, they will not be permitted to renew for the following academic year.

Turnstile/Emergency Egress Doors

If you or your guest(s) breach security by not using the turnstiles properly, you will be fined \$75 for the first violation and \$200 for the second. The third breach will result in disciplinary action which may include suspension from the University. Improper use of an Emergency Egress Door will result in a \$500 fine. Students are not permitted in marked restricted areas including, but not limited to, building rooftops, ledges, and other designated restricted areas.

Vandalism

Vandalism is the destruction of property by an individual or group either purposely or accidentally by some behavior that should not be occurring inside a residence hall or apartment building. For this reason, activities including (but not limited to) frisbee, roller-blading, water sports, lacrosse, or any other sports activities are banned in University housing.

Furthermore, University housing is your home – your living environment and the buildings you visit should be treated with care. That means that you should not engage in or tolerate any behaviors that damage or destroy the facilities or furnishings. When vandalism occurs, not only does it damage the community physically, but it causes additional repairs, and drives up the cost of the room rates. This means students pay more.

To keep the cost of housing reasonable, residents should:

- 1) Prevent people from causing vandalism.
- 2) Along with the RAs and Assistant Director of Residential Life, students should help determine who caused the damage. Any individual found to have caused vandalism will be billed for that damage, so the cost will not be borne by the whole residential population.

Room Condition Reports are completed by residents along with their RAs upon moving into their space. All maintenance concerns about the condition of the space should be noted. Every attempt will be made by maintenance to repair those items that are noted on the form. After close down in May, or July 31st move-out, a Housing staff person will go through all spaces and generate work orders for repairs to be made. Any vandalism found, that was not there at move-in will be billed to the residents of the room/suite/apartment.

Common area damage will be calculated and deducted from a fund created from a percentage of room rental payments. Should a house/floor have excessive and repetitive common area damage, that floor will be billed accordingly. Should vandalism exceed the funds available, the room rate will be raised the following year to compensate; on the other hand, any funds remaining after all damage has been paid will be invested in equipment or improvements to the quality of the residential facilities. With cooperation from the residents, University housing could become better and better each year. Please do your part to contribute to the quality of the residential facilities.

Please see the "Living at Hopkins Guidebook" issued in the fall for additional policies and procedures.

2011-2012 Community Standards & University Judicial Policies

This brochure is designed to give you a thorough understanding of the community standards and policies you will be required to follow during your stay in University housing. Our goal is to provide each student with a safe, comfortable and secure environment in which they may be successful in their academic, social and personal pursuits. Please read this document in its entirety to familiarize yourself with these standards and policies.



DEPARTMENT OF
**HOUSING
& DINING**
SERVICES

Johns Hopkins University