

Illinois Institute of Technology

Residence Life Handbook 2019-2020

web.iit.edu/rgl/handbook

Mission & Vision of Residence Life at Illinois Tech:

Mission

The Department of Residence Life fosters a safe and inclusive learning-focused community. We complement the academic mission of Illinois Tech and promote responsibility for self, others, and the University community.

Learning Outcomes

The Department of Residence Life aspires to deliver a co-curricular experience that cultivates:

- **Responsibility for self:** Students will recognize opportunities for making reflective decisions, understand the impact of their decisions, and be empowered to engage in self-advocacy.
- **Responsibility for others:** Students will identify and design ways of engaging in healthy relationships with others from diverse backgrounds and show an understanding of how their behavior affects others. Students will take initial steps to resolve conflicts with others without seeking outside assistance.
- **Responsibility for the University community:** Students will deploy their knowledge and talents to improve the Illinois Tech community and to mobilize others to create and contribute to a safe community.

Office of Residence Life Contact Information:

Mailing Address:	Phone:	(312) 567-5075
	Fax:	(312) 567-5926
Residence Life 3241 S. Wabash Ave. Chicago, IL 60616	Email:	housing@iit.edu
	Website:	housing.iit.edu

Residence Hall Community Desks:

McCormick Student Village:	(312) 808-6500
State Street Village North:	(312) 808-7485
State Street Village Middle:	(312) 808-7486
State Street Village South:	(312) 808-7487
Gunsaulus Hall:	(312) 808-7492
Carman Hall:	(312) 808-6321

Resident Advisor On Duty Phone:

McCormick Student Village:	(312) 758-8403
State Street Village:	(312) 758-8386
Gunsaulus Hall/Carman Hall:	(312) 758-8394

The contents and policies of this handbook are subject to modification throughout the academic year. In the event of changes, the most recent version of the Residence Life Handbook will be available in PDF format at web.iit.edu/rgl/handbook

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WELCOME TO CAMPUS

Welcome to Illinois Tech! We are so excited to have you living with us on campus. Residence Life is excited to offer many great programs, resources and living communities that will enhance your campus experience, personal development, and academic success while on campus!

This handbook is designed to help you better understand the policies and procedures necessary to promote the safety, security, and wellbeing of all our residents.

Residence Life enriches life for residents by providing support services and leadership opportunities that foster community development, academic success and personal growth.

It is important that students enter the residence halls with a willingness to communicate, be open to community needs, and learn from each other. Illinois Tech offers many opportunities to grow in cultural competence and to appreciate diversity. You will have the opportunity to interact with individuals from all over the country and the world.

The Residence Life staff is here to assist you in taking full advantage of all the resources the Illinois Institute of Technology offers. Whether you are a first year student or pursuing a graduate degree, we are confident we offer an environment that will enhance your overall experience.

We hope that you will enjoy your time in the halls and encourage you to stop by the Residence Life office to get to know our staff. We all work here because we enjoy our interactions with students and want to make your college experience all that it can be!

RESIDENCE LIFE STAFF

Professional Staff

Assistant Director of Residential Operations		Eric Swinehart eswinehart@iit.edu
Assistant Director for Residence Life and Conferences		Shavonn Nowlin snowlin@iit.edu
Administrative Associate		Laura Zamudio lzamudio@iit.edu
Residence Hall Director for McCormick Student Village		Terri Echols techols@iit.edu
Residence Hall Director for Carman & Gunsaulus Halls (Interim)		Janessa Luvert jluvert@iit.edu
Residence Hall Director for State Street Village		Janessa Luvert jluvert@iit.edu

For more information about the professional staff, please visit: web.iit.edu/housing/staff

Student Workers

Community Desk Assistant (CDA): a student staff member who welcomes residents and guests to the residence halls, while also supporting the safety and security of the complex.

Senior Resident Advisor (SRA): a student staff member who is trained to provide leadership and mentoring support that assists new and returning Resident Advisors to achieve personal, social, and academic goals, as well as help the RAs to develop skills essential to being a productive Resident Advisor. The SRA staff lives in the community where they are assigned to work.

Resident Advisor (RA): a student staff member who is trained to help you acclimate to community life and to assist you with your needs. They facilitate floor meetings and other floor programs to help your community unite and experience a fulfilling year. The RA staff lives in the community where they are assigned to work.

Student Assistant: a student staff member who provides support to the overall functionality of Residence . The position is responsible for assisting with project management, answering student questions or requests at our front desk, organizing Residence Life storage spaces, assisting with the building and room inspection processes, and developing and maintaining files and databases.

Conference Assistant (CA): a student staff member who assists with summer conferences, working closely with our Summer Conference Interns to ensure that conference guests have an enjoyable experience and contribute positively to the IIT community.

Student Life Leader Selection

Every year, Residence Life collaborates with the Office of Campus Life (OCL) to hire over 200 student employees. The positions for which we hire are those listed above as well as: SOAR Leader and Peer Mentor for OCL. Be on the lookout for posters and advertisements, or ask a current Student Life Leader or Residence Life staff!

You can also learn more about selection online: hawklink.iit.edu/organization/SLL

INTRODUCTION TO RESIDENCE HALL LIVING

Residence Life at Illinois Tech offers on-campus housing for undergraduate and graduate students in McCormick Student Village (MSV), State Street Village (SSV), Gunsaulus Hall (GU), Carman Hall (CH), and the Alpha Sigma Alpha (ASA) and Kappa Phi Delta (KPD) sorority houses. Living on campus is convenient and offers residents an excellent opportunity to interact with other residents from various backgrounds and cultures. Enhanced personal growth and the formation of lifelong friendships make on campus living a truly rewarding experience.

RESIDENCE LIFE HANDBOOK

The Residence Life Handbook provides resident guidelines and expectations in tandem with the Room and Board Contract. A copy of the Room and Board Contract is available online at: web.iit.edu/housing/resources/residence-agreement. All material contained in the Room and Board Contract is integral and binding. Each resident is responsible for becoming familiar with all provisions of the Room and Board Contract. Residents must also comply with the Illinois Tech Code of Conduct, Rules and Regulations and/or other Residence Life/Illinois Tech policies as set forth in the Room and Board Contract, the Residence Life Handbook, the Code of Academic Honesty, and Illinois Tech Student Handbook: iit.edu/student_affairs/handbook

The information, policies, rules, and regulations contained or referenced within the Residence Life Handbook apply to all residents, visitors, and guests within and around Residence Life facilities, regardless of academic college, program, or affiliation.

The Residence Life Handbook is not a contract, and the Office of Residence Life reserves the right to amend, modify, change, or revoke any statement contained therein. Any policies, practices, procedures, rules or regulations listed in Illinois Tech publications are subject to periodic review and modification. Effort will be made to provide appropriate supplements and announcements indicating major alterations in current policies, practices, procedures, and regulations. Residents will be held to the latest policy.

The Residence Life Handbook is organized into 5 sections: [Welcome & Introduction](#), [Services & Amenities](#), [Safety & Security](#), [Rules & Regulations](#), and [Campus & Community Information](#). When viewed online, the handbook can be navigated by clicking both internal and external hyperlinks throughout. Important information is often emphasized with color.

RESIDENCE LIFE

Residence Life operates student, conference, and guest housing. Residence Life staff collaborates with students to develop community, provide educational opportunities, and maintain the residence halls. In addition to the residence halls, Residence Life coordinates operational, facilities, and custodial efforts with two university-affiliated sorority houses on the Greek Quad, as well one fraternity chapter room housed within MSV.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is a student organization that promotes residents' interests and fosters a sense of community within McCormick Student Village (MSV), State Street Village (SSV), Gunsaulus Hall (GU), and Carman Hall (CH). All students who live in MSV, SSV, GU, and CH are automatically members of RHA. Everyone is encouraged to participate as a floor representative or active member by attending general body meetings, planning social and educational events, and participating in local, regional, and national conferences.

In the past years, RHA has planned popular events like the Boat Cruise, Haunted House, and Ice Cream socials. RHA also provides a voice for students living in the residence halls to constructively give feedback about relevant concerns such as housing improvements, policy changes, and dining options. RHA coordinates a video lending library for the use of campus residents. RHA members work closely with Residence Life as well as Resident Advisors and Dining Services to make on-campus living a great experience for everyone.

For more information about the Residence Hall Association, please visit: rha.iit.edu

RESIDENTIAL COMMUNITIES

Residence Life provides a variety of community options for residents, including:

MCCORMICK STUDENT VILLAGE (MSV)

MSV is comprised of five interconnected residence halls that provide an opportunity to connect and interact with a variety of people on a daily basis. The typical MSV residence hall room is a traditional double room (two students per room) with a community bathroom. MSV has a variety of common spaces (large and small) for residents to study, socialize, recreate, and relax.

STATE STREET VILLAGE (SSV)

SSV consists of three five-story buildings facing State Street and backing up to the Chicago Transit Authority's Green Line elevated train. The buildings include two suite style buildings (two students per room with two rooms sharing a bathroom) and one apartment-style building (one student per bedroom with shared living space). SSV offers lots of unique spaces for residents to hang out, interact, and enjoy views of the Chicago skyline.

GUNSAULUS HALL (GU)

Gunsaulus Hall is a community for both graduate and upperclassmen undergraduate students. The building features studio, 1-bedroom, and 2-bedroom units with kitchens, and is fully furnished. The Gunsaulus Hall community provides residents of varying ages and class levels to interact.

CARMAN HALL (CH)

Carman Hall is a residential community for graduate students, undergraduate students over the age of 23, and students with partners and/or children. The building features studio and 1-bedroom + den units with kitchens, and is fully furnished. The Carman Hall community provides residents of varying class levels and life stages to interact.

GREEK QUAD

Any student who is a member of a fraternity or sorority may move into their respective organization's chapter home after their first semester of membership. The Greek Quad is home to two sorority houses, which the Illinois Institute of Technology owns and operates. The 6 fraternity homes are operated by their individual chapters and housing corps.

HAWKLINK

HawkLink is an online community for Illinois Tech students and Student Organizations where students can interact, share, and discover student organizations and events that might interest them. Each residence hall and floor community has a unique HawkLink community page.

Sign-up for HawkLink at: hawklink.iit.edu

Services & Amenities

ACADEMIC SUCCESS

As a member of the Illinois Tech community, residents are first and foremost a student. By living on campus, residents are close to resources for success in the classroom. If you find yourself struggling academically, we encourage you to contact your professor(s) or academic advisor for assistance. Additionally, your Resident Advisor (RA) and Residence Hall Director (RHD) can help you create a plan to get back on track and achieve your academic goals.

- RHDs and RAs utilize the Illinois Tech Early Warning Portal (EWP) and may contact a resident if that resident appears in the EWP for academic and/or other concerns.

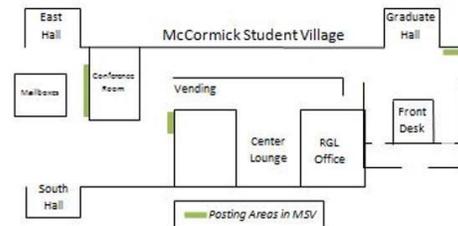
ADVERTISING AND EVENTS

Resident Advisors and Residence Life provide a variety of social and educational events for on campus residents to enjoy. Student Organizations (with permission of the Residence Hall Director) may also host events within the residence halls. All non-Residence Life advertisements in the residence halls must adhere to the criteria outlined in the [C1 | Canvassing, Peddling, or Solicitation](#) policy on page 56. (RA and RHA advertisements must adhere to some, but not all of these criteria.) Additionally, postings/advertisements placed by Student Organizations and other outside entities may only be posted in the following areas:

Standard Distribution for all Residence Halls (8 Flyers/Postings)

McCormick Student Village (3 Flyers/Postings)

- Wall across from exit in lobby
- Mailbox area
- Across from Fishbowl Conference Room



State Street Village (3 Flyers/Postings)

- Lobby Concrete Wall by Media Board (all SSV buildings)

Gunsaulus Hall (1 Flyer/Posting)

- Lobby Bulletin Board near elevators

Carman Hall (1 Flyer/Posting)

- Lobby Bulletin Board near elevators

The Office of Residence Life must approve any/all flyers larger than 11x17 inches prior to posting. For more information regarding posting policies, please refer to [C1 | Canvassing, Peddling, or Solicitation](#) on page 56. For a complete printed outline of the posting policy, please contact the Office of Residence Life or the Office of Campus Life.

BILLS AND PAYMENTS

All room and board charges are posted to your Student Account. Bills will not be mailed to you. You must view your charges at: my.iit.edu Student Accounting handles and processes all payments.

Online payment is available through the myIIT portal. Payments can also be made by mail by the following methods:

- Personal Check
- Money Order
- Cashier's Check
- Demand Draft

Make all checks payable to ***Illinois Institute of Technology***

Mail payments to:

Illinois Tech
Student Accounting
7539 Solution Center
Chicago, IL 60677-7005

***Notice: Residence Life does not accept any payments for charges/fees in our office.
All payments must be made directly to Student Accounting.***

For more information regarding billing and payments, please visit: iit.edu/bursar

CABLE GUIDE

A cable connection is included in every residence hall room or apartment; residents must supply their own television and coaxial cable. In Carman Hall, the only active cable outlet is located above the entrance to each apartment. There are also televisions located in common areas of all residential facilities for your convenience.

CHANNEL LISTING

2	CBS – WBBM	26.5	ThisTV*	60.1	TFT – WXFT SD*
2.1	CBS – WBBM DT*	27	Discovery	60.2	WXFT SD*
4	MTVU	27.1	Discovery HD*	61	ESPNU
5	NBC – WMAQ	28	TLC	62	Animal Planet
5.1	NBC – WMAQ DT*	29	ABC Family	63	Food Network
5.2	NBC Chicago Nonstop*	30	AMC	63.1	Food HD*
5.3	Universal Sports*	31	Bravo	64	Fox News
7	ABC – WLS	31.1	Bravo HD*	65	FX
7.1	ABC – WLS DT*	32	ESPNews	65.1	FX HD*
7.2	LiveWell Network HD*	32.1	FOX – WFLD DT*	66	IFC
7.3	LiveWell Network SD*	33	ESPN2	66.1	UNI – WGBO DT*
9	CW – WGN	33.1	ESPN2 HD*	67	Military Channel
9.1	CW – WGN DT*	34	ESPN	68	Nat Geo
9.2	Antenna TV*	34.1	ESPN HD*	68.1	Nat Geo HD*
11	PBS – WTTW	35	E! Entertainment	69	Reelz Channel
11.1	PBS – WTTW DT*	36	TruTV	70	Science Channel
11.2	WTTW Prime*	37	Syfy	70.1	Science HD*
11.3	Create*	37.1	Syfy HD*	71	Spike TV
11.4	V-me*	38	MTV	72	TV Land
12	FOX – WFLD	38.1	ION – WCPX DT*	73	FOX Soccer Channel
13	UNI – WGBO	38.2	qubo*	74	FOX Soccer Plus
14	The U – WCIU	38.3	IONLife*	75	Planet Green
15	ION – WCPX	39	Nickelodeon	76	Speed Channel
16	MNT – WPWR	40	VH1	76.1	Speed HD*
17	CNN	41	Lifetime	77	Travel Channel
18	Headline News	42	MTV2	77.1	Travel HD*
19	TV Guide	43	Comedy Central	78	VH1 Classic
21	CL TV	44	ESPN Classic	79	Versus
22	TNT	45	CSPAN1		
22.1	TNT HD*	46	Big Ten Network	HBO Package (included)	
23	Cartoon Network	46.1	Big Ten HD*	80	HBO
24	USA Networks	47	A&E	82	HBO Family
24.1	USA HD*	48	History Channel	83	HBO Latino
25	The Weather Channel	48.1	History HD*	84	HBO Signature
25.1	TBS HD*	49	BET	85	HBO2
26	TBS	50.1	MNT – WPWR DT*		
26.1	IND – WCIU DT*	52	Fox Movie Channel		*Indicates HD
26.2	U Too*	53	History International		
26.3	MeTV*	54	LOGO		
26.4	MeToo*	55	MSNBC		

CABLE SETUP

CONNECTING YOUR TELEVISION:

1. Locate the cable TV outlet in your room.
 - a. *In Carman Hall the active cable outlet is located above the apartment entrance.*
2. If cable outlet is missing/damaged, enter a Maintenance Request online.
 - a. For more information, see [Maintenance Requests](#) on page 24.
3. Using a standard coaxial cable, connect your TV to the cable outlet in your room.
4. Set up or program your TV to work properly with the Illinois Tech Residence Life Cable.
 - a. If given an option, the TV should be set up for an IRC cable system.

TROUBLESHOOTING YOUR CABLE CONNECTION:

Many connection problems can be resolved by reprogramming your television. Try the options listed below or consult the user manual for your television.

1. Make sure your TV is set to receive a signal from Cable TV/CATV (not Antenna/Air). This may be a physical switch, or on newer TVs through the on-screen menu.
2. If there are multiple settings for the type of cable, set your TV for an IRC cable system.
3. Once the settings are correct, you should have your TV 'auto-scan' channels. This will allow you to use the TV's channel up/down feature to skip over channels that are not in use on the IIT Residence Life system.
4. Different manufacturers and TV models have different ways to perform these tasks; consult the Owner's Manual for your television for specific instructions.
5. If your TV is not cable-ready, you may have to purchase a cable converter box. In this setup, leave your TV set to channel 3 and use the converter box to select cable channels.

If you still have trouble connecting to the cable system, please submit a Maintenance Request. (For more information, see [Maintenance Requests](#) on page 24)

Please note that cable service is provided through an outside contractor, so responses to cable concerns may be slightly delayed.

CLEANING

Residents are responsible for cleaning their room, apartment, and/or suite. Common areas including hallways, lounges, and community bathrooms in MSV are cleaned daily by custodial staff. Toilet paper is only provided in MSV and other public bathrooms. Residents in SSV, Carman, and Gunsaulus should coordinate with their roommates/suitemates to purchase toilet paper/cleaning supplies and create a schedule to determine who is responsible for cleaning. If a room, suite, or apartment is found to be unsanitary or excessively dirty, the room may require cleaning by custodial staff. The cost of cleaning will be assessed equally to the residents of the room, suite, or apartment. (For more information, see [Fee Assessment](#) on page 19)

COMMUNITY ART

A floor community may, by majority vote of $\frac{3}{4}$ of assigned residents (Including the Resident Advisor), choose to paint a floor mural or design on a designated wall. (See [C3 | Residential Community Standards](#) on page 57)

The following apply:

- a. The design, paint colors, and location must be approved, in writing, by the Director for Residence Life prior to the beginning of the project.
- b. The mural project must be completed within the timeframe specified.
- c. Residents of the floor will be responsible for setup, cleanup, and any related damages.
- d. Residents must provide all painting supplies (the cost may come from RA floor budget).
- e. Residents will be responsible for the cost of repair, replacement, or restoration of any building surface, fixture, or furniture damaged as a result of a Community Art project.

Use of chalk, or chalklike materials, on residence hall walls or doors is not considered Community Art and is prohibited. Community Art is not permitted in SSV, and is only available in select locations of MSV, CH, and GU. Community Art projects completed without written permission will be removed at the expense of the resident(s) found responsible or the floor community. (See [D1 | Damages and Charges](#) on page 59)

COMMUNITY BATHROOMS

Residential floors in McCormick Student Village have community bathrooms, which are shared by all residents of that floor. A resident, guest, visitor, and/or staff member must use only those bathrooms designated for use by individuals of the gender with which they identify. A guest restroom for women is located outside of South Hall in the McCormick Lounge. A gender neutral guest restroom is located outside of Lewis Hall in the Cohen Lounge. Community Bathrooms are cleaned daily by housekeeping staff, bathrooms requiring excessive cleaning and/or repair may result in fees being assessed to the responsible party/parties or to all members of the appropriate community. (See [D1 | Damages and Charges](#) on page 59)

COMMUNITY DESKS

For students' safety, security, and convenience, Community Desks are located in McCormick Student Village, Carman Hall, Gunsaulus Hall, and State Street Village North, Middle, and South. The Community Desks are staffed 24 hours/day 365 days/year by Community Desk Assistants (CDAs) when residents or guests are residing in the residence hall. CDAs verify that only residents and their approved guests/visitors enter the building, they also check out equipment and supplies to residents, and can often answer questions and provide directions on campus. Residents should comply with all reasonable requests made by a CDA or other ORL student staff member. Concerns should be reported to the Senior Resident Advisor or RHD for the appropriate community.

COMMUNITY KITCHENS

STATE STREET VILLAGE COMMUNITY KITCHENS

Community Kitchens are available in SSV North and SSV Middle on floors 2, 3, and 4. Residents are responsible for maintaining general cleanliness in these spaces. Students are discouraged from storing food, cookware, and/or appliances in SSV Community Kitchens. Residence Life assumes no responsibility for items left in common areas. Housekeeping staff helps maintain these spaces but excessive cleaning may result in Common Area Damage charges being assessed to the floor where the kitchen is located unless it is determined which individual(s) are responsible. (See [D1 | Damages and Charges](#) on page 59)

Use of the Residence Life Community Kitchens is a privilege and any individual(s) and/or group(s) found to be violating the kitchen policies, may have this privilege revoked.

COMPUTERS AND INTERNET

COMPUTERS

The Office of Technology Services suggestions to help select a computer to support your academic goals. The most up to date suggestions can be found at:

ots.iit.edu/pc-mac/students-pcs-macs

HIGHLY RECOMMENDED ADD-ONS

- Anti-virus software installed and properly configured (OTS provides free McAfee Antivirus Software for PCs, which can be downloaded from the "OTS Downloads" channel located on the Training and Support tab in the myIIT portal.)
- Three-year warranty (extended coverage from Manufacturer, Retailer, or AppleCare) and/or theft and accidental damage insurance
- USB Flash Drive (16-32GB recommended)
- Integrated Webcam (Skype, Google+ Hangouts, etc)
- Backup Solution (Carbonite, CrashPlan, or External Hard Drive with 320+ GB)
- Recovery Media or Installation Media for all purchased software

INTERNET

All residents are provided with wireless Internet access throughout campus. Residents may also connect their internet enabled devices to wired internet in MSV via the active Ethernet port. For residents' convenience computer labs and printing stations are located in some residence halls. (For more information, please see [Computer and Printing Stations](#) on page 14)

The Office of Technology Services (OTS) manages and maintains all Internet services on campus and prohibits the use of external routers. (Please see [C4 | Computers](#) on page 57)

For more information about OTS policies and services, please visit: iit.edu/ots

COMPUTER AND PRINTING STATIONS

The Office of Technology Services maintains computer stations and/or printing stations in certain residence halls on campus. There is a computer station near Center Lounge of McCormick Student Village with 2 printers and a copier. There is a printer station in the Gunsaulus first floor lounge, the Carman first floor Community Desk area, and in SSV Middle. Students may use TechCash to pay for printing on campus. Any issues or concerns regarding technology in the residence halls should be reported directly to OTS.

For more information on campus computer and printing stations, please visit: iit.edu/ots

DINING AND MEAL PLANS

For full dining options and hours, visit: <https://www.dineoncampus.com/iit>.

DINING OPTIONS

The COMMONS CAFETERIA

Located in MTCC, The Commons is the primary food outlet for students with meal plans. The Commons offers a variety of buffet style all you care to eat food options. During the Academic Year, The Commons is open Monday – Friday 7:30 AM – 9:30 PM. Saturday & Sunday 8:30 AM – 1:45 PM and 4:30 – 9:30 PM. Hours vary during on holidays and during break periods.

CENTER COURT CAFÉ

Located in the center of the MTCC, Center Court is IIT's premier retail lunch, dinner, and late night dining venue. Center Court is open from 11:00 AM – 5:00 PM and offers a variety of options including the Melt Lab, Asiana and Saffron Indian Cuisine.

GLOBAL GROUNDS CAFÉ

Global Grounds is the central nervous system of campus! Global Grounds can help keep you energized all day and night with a coffee, espresso, or a fruit smoothie. Global Grounds is open Monday – Thursday 8:00 AM – 9:30 PM, Friday 8:00 AM – 7:00 PM and Sunday 4:00 PM – 8:00 PM and proudly serves Starbucks Coffee and Jamba Juice smoothies. Meal plan exchanges are accepted here!

10WEST

Located in the Illinois Tech Tower Lobby, 10west is open Monday – Friday 7:30 AM – 5:00 PM and offers starbucks coffee and grab and go options. Meal plan holders can use a meal exchange at 10West!

THE BOG

Eat, bowl, shoot pool, play video games, or just sit and relax with your friends. The Bog is located in the lower level of Hermann Hall and offers a meal exchange option. The Bog is open Monday – Wednesday 6:00 PM – 10:00 PM, Thursday -Saturday 6:00 PM – 12:00 Midnight and Sunday 6:00 PM – 10:00 PM.

JOHN & PAT ANDERSON CAFÉ

Located in Kaplan Institute, The John & Pat Anderson café offers local Metropolis Coffee, breakfast sandwiches, quiches and more. The café is open Monday – Friday 8:00 AM – 5:30 PM and offers meal exchanges.

DINING POLICIES

One of IIT Dining's main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, Dining asks for your assistance with the following procedures:

- Please bus all items from your table when you have finished dining.
- Please do not take dishes, cups, or utensils from The Commons.
- You are allowed to take out one of the following: one piece of fruit or one dessert item.
- Special togo boxes are available for students who wish to take their food to go.
- HawkCard and Meal Plans may not be used by anyone but the card owner.

SPECIAL DIETS AND DIETARY RESTRICTIONS

Illinois Tech Dining Services strives to meet the dietary needs of all students living on campus. There are, however, some instances (medical or religious) in which a student may need to apply for a meal plan exemption based on the residents' dietary restrictions.

Residents who wish to apply for an exemption should contact the Office of Residence Life at housing@iit.edu.

DINING FEEDBACK

Illinois Tech Dining Services welcomes continuing feedback in a variety of ways. Students are encouraged to voice their "Rants, Raves, and Craves." Below is a list of the ways in which students and staff can provide their feedback:

- **Comments Whiteboard:** Located next to the tray return in the Commons Cafeteria, this whiteboard allows students to quickly, easily, and publicly provide feedback.
- **Food Advisory Board:** University and Dining Services management meet with members of the Food Advisory Board on a regular basis. This committee deals specifically with campus food service matters. Students are invited to join the Food Advisory Board. Please send your request to join to food@iit.edu
- **Email:** Students can email Illinois Tech Dining Services anytime, day or night at dining@iit.edu
- **Surveys:** Surveys are sent to students hawk email accounts periodically, students are urged to take time to respond to these surveys.
- **Online:** For the most up-to-date information about Dining at IIT, visit dining.iit.edu

MEAL PLAN OPTIONS

Meal Plan	Meals per week in The Commons (Sunday to Saturday)	Bonus Points (per semester)	Meal Exchanges (per semester)	2019-2020 Academic Year Rate (per person)	2019-2020 Charge per Semester (per person)
Hawk Unlimited	Unlimited visits	100	35	\$6,740.00	\$3,370.00
Scarlet 230	230 per semester	75	23	\$5,150.00	\$2,575.00
Gray 150	150 per semester	125	15	\$3,700.00	\$1,850.00
Talon 50	50 per semester		25	\$1,630.00	\$815.00

BONUS POINTS AND MEAL EXCHANGE

Bonus points give students convenient access to meals or snacks at most Illinois Tech dining outlets, whereas meals must be used during designated meal periods in the Commons Cafeteria. Bonus Points do not transfer between meal plans and expire at the end of spring and summer terms. A Meal Exchange is using a meal to get a meal at a food outlet other than The Commons. Meal Exchange options are listed at each of the eateries. To view your balance or to add TechCash to your HawkCard, please visit: get.cbord.com/iit

MEAL PLAN POLICIES

MEAL PLAN REQUIREMENT

In order to encourage a community atmosphere on campus and to establish a central role for the Commons Cafeteria, IIT requires most students living on campus to have a meal plan.

All undergraduate students are required to have a meal plan. First year and second year students are required to have the Hawk Unlimited meal plan.

Undergraduate students living in Carman, Gunsaulus, or SSV South units with kitchens are required to have a the Hawk Unlimited, Scarlett 230 or Gray 150 meal plan. Students living in units without kitchens are required to have the Hawk Unlimited or Scarlett 230 meal plan.

Graduate students living in Carman, Gunsaulus, and SSV South units with kitchens are exempt from the meal plan requirement. Sorority members living in their chapter house should refer to chapter requirements regarding meal plans.

MEAL PLAN CHANGE PERIOD

Meal Plan changes will only be granted during the first two weeks of each semester (see [Important Dates](#) on page 91), unless the change is a result of consolidation or a room change to a room with a different meal plan requirement. Students may only change their Meal Plan once during this period. Meal Plan changes are allowed only with Residence Life approval and applicable cancellation fees may apply. For more information please visit: housing.iit.edu

MEAL PLAN EXPIRATION

All unused meals expire at the end of each academic term (including summer). Bonus Points carry over between fall and spring semesters, provided that the student has a meal plan in the spring semester. All unused Bonus Points expire at the end of spring semester. Summer meal plan Bonus Points expire weekly. TechCash does not expire. *Students will not be reimbursed for unused meals or Bonus Points.*

For more information on Illinois Tech Dining Services, please visit: dining.iit.edu

DISABILITY ACCOMMODATIONS AND SERVICES

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Illinois Institute of Technology provides reasonable accommodations to students with disabilities in housing.

Housing accommodations are determined on a case-by-case basis, according to documented need, and prevailing standards for reasonable accommodations. These accommodations are made after a determination of the student's disability status and that his or her particular disability necessitates adjustments to the living environment and available housing options. With this in mind, the university has established the following procedures to ensure that students with disabilities have equal access to IIT's housing resources.

Students should submit a Room and Board Contract to Residence Life and then submit a Disability Housing Accommodations Request Form to the Center for Disability Resources (CDR) with supporting documentation. CDR staff will make a determination and Residence Life will make reasonable accommodations based on the recommendation of the CDR. For more information, please visit: iit.edu/cdr (Also see [Service Dogs and Assistance Animals](#) on page 41)

FEE ASSESSMENT

Residence Life may assess certain fees to a resident's Student Account for violations of the Room and Board Contract, the Residence Life Handbook, the IIT Student Handbook, and the IIT Code of Conduct. These fees include, but are not limited to the following:

- | | | | |
|--------------------------------------|----------|--------------------------------|---------|
| • Conduct Sanctions | | • Lockouts (First 3 free): | \$50.00 |
| ○ Alcohol (1 st Offense): | \$50.00 | • Nightly Rate: | \$45.00 |
| ○ Alcohol (2 nd offense): | \$100.00 | ○ Early Arrival/Late Departure | |

- | | |
|-----------------------|----------|
| • Improper Check-In: | \$150.00 |
| • Improper Check-Out: | \$150.00 |
| • Lost room key: | \$125 |
| • Lost mailbox key: | \$35 |

The following charges are a varying scale based on the severity of the damages or required cleaning:

- Common Area Damages
- Room Damages and/or Cleaning
- Vandalism

See more damage fees online: web.iit.edu/rgl/maintenance

(Also see [D1 | Damages and Charges](#) on page 59)

FITNESS CENTERS

Residence Life offers Fitness Equipment in MSV (Grad Hall Basement), SSV - Middle (5th floor), and Gunsaulus Hall (1st floor lounge) for the exclusive use of residents. The Fitness Centers include a variety of fitness machines, which vary by room and include areas for stretching. Please refer to posted notices for rules.

Notice: Fitness Rooms are unmonitored; Residence Life is not liable for any incident or injury resulting from use of the Fitness Center. Residents are expected to follow all posted policies and safety instructions.

FURNISHINGS

Residence Life provides furniture to all resident rooms and common area lounges. All residents are provided with furnishings appropriate for living and studying comfortably within the residence halls. Residents are expected to provide their own linens, including bed sheets, blankets, towels, and any other linens that a resident deems necessary. *Please note that all residence hall beds are twin extra-long and standard twin sheets may not fit.*

Furniture should remain in its original location and not be moved between rooms or lounges. Residents may be held financially responsible for costs associated with the replacement of missing, damaged, or relocated furniture. (See [F3 | Furniture and Storage](#) on page 67)

Residence Life provides the following furnishings for each resident:

- Bedframe
- Mattress (Twin XL)
- Desk & Chair
- Bookshelf or Hutch
- Dresser(s)/Closet
- Wastebasket/Recycling Bin

Residence Life provides the following furnishings for each room:

- Window Blinds/Shades or Curtains
- Sofa/Loveseat (apartments only)
- Dining Table and Chairs (select apartments)
- Additional Bookcases and/or TV Stand (apartments only)

If desired, residents should bring the following furnishings for personal use:

- Bed Linens (Twin XL)
- Pillows/Blankets
- Towels/washcloths
- Clothes Hangers
- Laundry Basket/Detergent
- Lamps (Carman/Gunsaulus)

Residence Life also provides certain room furnishings in the sorority houses.

HEATING AND COOLING

Residence Life provides heat in all residence halls and apartments on campus. We are also pleased to provide air conditioning in most residence halls. In residence halls without central air conditioning systems, Residence Life provides spot coolers, which must remain in the unit to which they are allocated for the duration of the calendar year.

Some residence halls use dual-temp fan coil systems, which only allow for heating *or* cooling. As the seasons change and the campus converts from heating to cooling or cooling to heating, residents may experience room temperatures that they perceive to be too hot or too cold, especially on days with unseasonably warm or cold weather.

Transitioning dual-temp systems is a multi-day project; as such, the university will only change over from heating to cooling once in the spring and from cooling to heating once in the fall. Housing Facilities staff strive to provide an environment that is comfortable for residents, which usually falls between 68-72°F (20-22.2°C). (See [H3 | Heating and Air Conditioning](#) on page 72)

If a resident experiences heating or cooling concerns in the residence halls, apartments, or sorority houses, the resident should enter a Maintenance Request. (For more information, see [Maintenance Requests](#) on page 24)

LAUNDRY

Laundry facilities are located throughout the residence halls. In MSV, laundry rooms are located in the basement of Grad, South, East, Fowler, and Lewis Halls. In SSV, laundry rooms are located throughout the complex on the 2nd, 3rd, and 4th floors. In Gunsaulus and Carman Halls, ASA and KPD laundry rooms are located in the basement. All laundry rooms are open 24-hours/day and are provided for exclusive use by residents. If a malfunction occurs, please submit a Laundry Service Request online. (For more information, see [Maintenance Requests](#) on page 24)

Residence Life maintains laundry rooms but does not directly maintain laundry machines. Laundry rooms are maintained and provided by MacGray/ASI Laundry Services in partnership with Residence Life. IIT assumes no liability for items left in the laundry rooms/machines; items left in the laundry rooms/machines for extended periods of time may be donated or disposed of. *Laundry is included in the cost of living on campus, residents found to be misusing or overusing laundry facilities may be assessed for the cost of laundry over/above reasonable use.*

For more information, please visit: web.iit.edu/rgl/maintenance

LOCK-OUTS

If a resident is locked out of their room, that resident may contact a Resident Advisor or the Community Desk Assistant to request access to their assigned room. Residents must complete a Lock-Out form with the RA before being granted access. Residents are allowed three courtesy Lock-Outs each semester. Any additional Lock-Out is \$50.00 per instance.

LOFTS

Residents of MSV, Carman, or Gunsaulus who wish to loft their beds may do so by renting from BedLoft. Only lofts rented through BedLoft are approved for use in the residence halls. To order a loft, please visit: bedloft.com Any non-approved lofts will need to be removed by the resident immediately and may result in fees or charges assessed to the resident. Lofts must be dismantled before checking-out at the end of your contract. *Due to furniture configurations, lofts are not available in SSV.* (See [B1 | Beds and Lofts](#) on page 55)

LOST AND FOUND

Residence Life does not maintain a lost and found. If you lose or find an item, please contact Public Safety to identify or submit an item. For items lost or found anywhere on campus, you may contact Public Safety at **(312) 808-6300**.

MAIL SERVICES

The Illinois Tech Post Office is located in the McCormick Tribune Campus Center (MTCC) located on 32nd and State Street. SSV, GU, and CH mailboxes are located in the MTCC. MSV mailboxes are on the first floor of MSV in the McCormick Lounge. All packages are delivered to the Post Office.

MSV Mailing Address:

Resident Name
3201 South State Street
Box # ____
Chicago, IL 60616

SSV, CH, and GU Mailing Address:

Resident Name
3201 South State Street
Box # ____
Chicago, IL 60616

ASA Mailing Address:

Resident Name
3340 South Michigan Ave
Chicago, IL 60616

KPD Mailing Address:

Resident Name
3330 South Michigan Ave
Chicago, IL 60616

Mail arrives at the Post Office Monday – Friday between 10AM – 12PM. You will receive an email upon arrival of packages. Students are required to provide photo ID to claim packages from the MTCC Post Office Monday – Friday between 9AM – 4:45PM. Illinois Tech is not responsible for packages, flowers, etc. delivered to directly to residence halls/apartments.

Envelopes with first-class postage without a mailbox number may be returned to sender. Bulk rate mail is disposed of. Express mail, Fed Ex, DHL, UPS, and 2nd Day are delivered throughout the day. If you're expecting delivery, please wait until you receive an email from the Post Office.

Box numbers on incoming mail are required to ensure timely delivery. If you are unsure of your box number, please contact our office. *Mailbox numbers are subject to change due to room changes.* If you receive mail that does not belong to you, please return it to the Post Office.

No hazardous materials, weapons, or chemicals will be accepted. Packages that are suspected of violating Residence Life or Illinois Tech policies will be returned to the sender or delivered to an alternate address requested by the intended recipient, who may face conduct action.

All mail delivered during winter break is held in the MTCC Post Office and will not be placed in residents mailboxes until spring term begins. You may pick up mail from the Post Office desk.

During the summer session, mailbox keys are not issued to new students and continuing students must return mailbox keys. Mail must be picked up directly from the MTCC Post Office.

If you have questions or concerns about mail delivery, or any problems with your mailbox or mail key, see the Mail Room Coordinator at the MTCC Post Office or call **(312) 567-3119**

All residents must obtain their mailbox key from the MTCC Post Office.

MAINTENANCE

Residence halls and apartments are maintained by Housing Facilities Staff. Residence Life also manages areas like pest control, furniture replacement projects, life safety systems, cable television, appliances, paint, signs, and notices. Housing Facilities works closely with our housekeeping partners, ABM, to manage the housekeeping needs of MSV, SSV, and the ASA and KPD sororities.

MAINTENANCE REQUESTS

Residents should report general maintenance concerns in rooms, suites, and apartments as well as in common areas, by submitting a Maintenance Request online through the appropriate link provided on the Residence Life website: web.iit.edu/rgl/maintenance

All Maintenance Requests are prioritized in order of urgency. Maintenance Requests are typically completed within 10 business days. Maintenance in resident rooms resulting from a Maintenance Request may be performed between 9AM-9PM daily. If Housing Facilities staff is unable to complete repairs within 10 business days, the original requestor may be notified with an update on the status of the work by email. Whenever possible, residents will be notified in advance of planned maintenance, however, emergencies may prevent advance notice.

The Maintenance Request system is monitored during regular business hours, Monday – Friday, 8:30AM – 5:00PM. *Residents should report emergency concerns that occur outside of these hours and on holidays to the Resident Advisor on Duty.*

PEST CONTROL

Residence Life provides preventative pest control services in common areas on a weekly basis. Requests for pest control services will be scheduled to occur upon the next available appointment, usually on the following Tuesday or Thursday. Preparation instructions will be provided and a follow-up inspection may be scheduled. Residence Life reserves the right to inspect rooms and apartments when violations of sanitation policies are reported. Students that do not follow procedures during treatment may be subject to damage billing terms, should additional treatment be required due to non-compliance.

MOVING CARTS

Residence Life provides moving carts for the convenience of current residents. Moving carts are intended for use in, around, and between the residence halls/apartments. Moving carts should not be removed from campus. Moving carts are openly available during official move-in and move-out periods. Outside of these official periods, moving carts are available at the community desk for each building and may be checked-out for use following the procedures indicated by the Community Desk Assistant. Students who misuse or remove the moving carts from campus may be subject to fines and/or the student conduct process.

PARKING

Parking is available to all members of the Illinois Tech community. Residents who wish to park on campus must purchase a parking permit from Access Card and Parking Services (ACaPS) for an appropriate parking lot as designated by ACaPS. Due to the proximity of CTA Public Transportation on campus, Residence Life recommends that residents consider all appropriate transit options before deciding whether to keep a car on campus.

PUBLIC TRANSPORTATION

The Chicago Transit Authority maintains a variety of public/rapid transit options throughout the city, including Chicago's famous "EL" (elevated) train system. The CTA Green Line passes through campus and is serviced by the "35th-Bronzeville-IIT" station, which has an entrance and exit directly behind SSV South. The CTA Red Line is just one block west of campus on the Dan Ryan Expressway and can be accessed by the 33rd and 35th Street entrances to "Sox-35th"

UPASS

All full time IIT students (Minimum 12 credit hours for undergraduate students, minimum 9 credit hours for graduate students) qualify to receive a CTA Ventra UPass. Students must also not have any holds currently on their Student Account to receive their UPass. UPass Pickup times and location will be announced at the beginning of each semester. Any issues or concerns regarding an active UPass must be reported directly to the CTA. For more information about the UPass Program, please visit: transitchicago.com/upass

RECYCLING AND SUSTAINABILITY

Illinois Tech has a commitment to sustainability and recycling. Students play a central role in making the recycling and sustainability programs at Illinois Tech a success, please think before you throw items away, be sure to separate out recyclables, and be conscious of your energy consumption.

To assist students in their recycling efforts, each residence hall room comes equipped with a recycling bin and a trash bin (Number of bins in each room is based on the standard occupancy for that room). Additionally, each residence hall floor has a source-separation recycling center. Students are strongly encouraged to collect their paper, glass, metal cans, and plastic bottles separately and take these items to the recycling center on the floor. Students can also find source-separation recycling centers throughout the residence halls and IIT campus.

For more information, please view: iit.edu/recycling

RECYCLING HELPFUL HINTS

- Separate recyclables from general waste. Do not allow contamination of recyclables.
- Rinse out all cans, glass, and bottles. Remove metal caps/rings. Paper or plastic labels and rings do not need to be removed.
- *Pizza boxes and plastic bags are not recyclable!*
 - Plastic bags can be collected and taken to stores with a bag-recycling program.
- Large items (cardboard/furniture) should be taken to dumpsters or designated areas.
- Only buy those items that are made from recyclable products and can be recycled again.

ENERGY CONSUMPTION

Energy use is closely tracked and reported so that Illinois Tech can evaluate and implement behavioral and operational changes necessary to reduce the amount of energy used. Some simple things that students can do to reduce energy consumption include:

- Turning off your lights whenever you leave your room.
- If you have a fan in your room don't leave it running when you are not around.
- During the winter, if your room is too hot and you can't turn down the heat, do not open a window; instead submit a maintenance request.
- Use personal electronic devices that are Energy Star® rated. For more information on Energy Star®, visit: energystar.gov
- Unplug your laptop, cell phone, or other personal electronic device chargers when not in use or charging is complete.
- Turn off computers or televisions when not in use.

As the campus sustainability initiative is furthered at Illinois Tech, student input and involvement will be critical to the initiative's success. Look for information, updates, and opportunities for feedback at: iit.edu/sustainability

REFRIGERATORS AND MICROWAVES

Residence Life provides microwaves in common areas of most residence halls and in SSV South apartments. Residents living in units without kitchens who wish to have a microwave in their room must rent a 'MicroFridge' (combination fridge, freezer, and microwave) from BedLoft.com, an approved Illinois Tech vendor. Due to constraints on power supply and energy consumption, only one MicroFridge or mini-fridge is permitted per room. Residents should communicate with their roommate(s) to determine how to supply and/or share a MicroFridge or mini-fridge. Residents of MSV, SSV North, and SSV Middle may not have a separate microwave in their room. Residents of Carman, or Gunsaulus may have a separate microwave in their unit, provided it is stored and used only in the kitchen area. Only one (1) microwave is permitted per unit.

Residents who wish to rent a MicroFridge must do so through the BedLoft website: bedloft.com

Residents who wish to provide their own mini-fridge should read the restrictions on size, location, and energy use before purchasing a mini-fridge. (See [A2 | Appliances](#) on page 53)

ROOM ASSIGNMENT POLICIES AND PROCEDURES

ROOM ASSIGNMENT POLICIES

Assignments are based upon resident preferences, community type, facilities constraints, and the availability of rooms. Whenever possible, residents are assigned in accordance with their stated preferences. Assignment depends upon the availability of a resident's preference when the assignment is made.

Notice: The inability of Residence Life to honor resident preferences does not necessarily void a resident's Room and Board Contract.

GENERAL PROCEDURES

After a resident checks into their room or apartment, any changes to their assignment must receive approval by a Residence Hall Director (or their designee). When a resident changes rooms or leaves campus housing, that resident will receive specific guidelines from Residence Life that explain the procedures needed to check out properly. However, in general, the following procedures apply any time a resident leaves their assigned space (whether to move to another space or move out).

Residents are expected to:

- Move on the date indicated by the Office of Residence Life (or their designee)
- Return room to its original condition, cleaning your portion of the room
- Remove all personal belongings from room
- **Schedule and attend a Check-Out appointment with your Resident Advisor**
- Return keys (when applicable) following the procedures outlined on page 29

GREEK MOVE-OUT POLICY

First year students, who accept a bid from a fraternity or sorority must reside in the residence halls for their first semester at Illinois Institute of Technology. Upper-class students who signed a Room and Board Contract, who are new members of a chapter, must live in the halls for the fall semester but are eligible to move out for the following spring semester.

After the fall semester, Residence Life allows new fraternity and sorority members to move from the residence halls to the Greek Quad. Details regarding Greek Move-Out are outlined below.

Housing Petition

Eligibility:

- Current Residence Life resident
- New member of an Illinois Tech fraternity or sorority (accepted a bid during the fall semester only) or ROTC student
- Eligibility to move into a fraternity or sorority house may also be contingent on chapter policies and house capacity

Contract Suspension or Cancellation and Fees:

A Resident may move to an IIT fraternity or sorority chapter house on The Quad without incurring cancellation fees as outlined in the Room and Board Contract, provided that resident meets the requirements of this policy. A transfer fee will not be assessed. First year residents who have signed a 2-year contract will have their contract suspended for the duration of their residence in a fraternity or sorority house. If a resident chooses to move out of a fraternity or sorority before the end of his/her contract, he/she must move back to the Residence Halls.

Process

November

- The Housing Contract Suspension/Cancellation Petition forms are available on the Residence Life website starting in November.
- Residents are encouraged to complete this form as soon as possible. A specific due date will be provided once the form becomes available.

December

- Residence Life will confirm membership and housing capacity with the fraternity or sorority.
- Residence must receive written approval from Residence Life in order to move out of the residence halls.
- If approved, the resident must complete the move out of the residence hall by the published move out date.

For questions or additional information, please contact the Greek Life Coordinator.

CHECK-IN AND CHECK-OUT FORMS AND PROCEDURES

ROOM CONDITION FORM

Room Condition Forms are issued to every resident upon check-in and can be accessed online at: web.iit.edu/rgl/maintenance The condition of a resident's room is verified by the Room Condition Form (RCF), which is completed by RA staff prior to resident check-in. It is the responsibility of the resident to report any existing damages, which are not recorded on the RCF within 48 hours of checking in. Staff inspects rooms when a resident checks-out and any damages not listed on the original RCF may result in fees being assessed to the resident(s) of the room. (See [R4 | Room Condition Forms](#) on page 80)

CHECK-IN PROCESS

Incoming/returning residents will be notified of when and how to move into their room. At the beginning of each academic term, there are specific dates designated for resident move-in and early arrivals. (See [Important Dates](#) on page 91) Residents arriving past the designated move-in day/times should go to their assigned hall Community Desk to receive their keys and/or check-in materials. Students must provide an official photo ID in order to be checked in and granted access to their room.

CHECK-OUT PROCESS

Residents are expected to schedule a Check-Out Appointment with their Resident Advisor when they are ready to vacate their assigned room. During this appointment, the RA will conduct a room inspection while the resident is present and inform the resident of any new damages that are documented. The Resident Advisor will also receive the resident's room key and check the resident out of the room online. **Mailbox keys must be returned directly to the MTCC Post Office.** If your Resident Advisor is not available, you should plan to check-out with another RA or Residence Life Staff Member. *Residents may also submit an Express Check-Out envelope, *see below for important stipulations.*

EXPRESS CHECK-OUT ENVELOPE (ECO)

Express Check-Out Envelopes are located at the Community Desk in each building and there is an Express Check-Out Box in the lobby of MSV, Gunsaulus, Carman, and SSV Middle. Residents may use the Express Check-Out envelope to return their room key (when applicable) in lieu of checking out with a staff member. **A resident who chooses to submit an Express Check-Out envelope rather than checking out with a staff member forfeits their right to appeal damage charges less than or equal to \$200.00.** (See [D1 | Damages and Charges](#) on page 59)

Follow the steps below for using an Express Check-Out Envelope:

1. Completely fill out all appropriate fields on the front of the Express Check-Out Envelope.
2. Sign and date the envelope in the appropriate field.
3. Place key(s) in envelope (when applicable) *SSV residents should submit empty envelope.*
4. Seal envelope completely.
5. Return completed Express Check-Out Envelope to an Express Check-Out Box.

By submitting an ECO, you forfeit the right to appeal charges less than or equal to \$200.00.

IMPROPER CHECK-IN AND CHECK-OUT

Any resident who arrives before their assigned move-in date or departs after their assigned move-out date without prior approval and/or does not complete required paperwork is subject to a \$150.00 Improper Check-In/Check-Out fee plus a \$45.00 nightly fee, as well as the cost of cleaning and/or removing abandoned items.

EARLY ARRIVAL AND LATE DEPARTURE

Any resident who requests late departure or early arrival is subject to a \$45.00 nightly fee (for dates that the resident resides on campus or otherwise occupies their assigned space outside of their contract period) unless otherwise indicated by Residence Life staff. Residence Life will communicate requirements and procedures for Early Arrival and Late Departure as appropriate.

ROOM CHANGE REQUESTS

Room Change Requests and Roommate Requests are granted at the sole discretion of the Office of Residence Life. Requests are processed based on availability, resident need, and community restrictions. *We do not guarantee the ability to offer Room Changes.* Sorority room changes/assignments are managed by the sorority RA and, if necessary, are escalated to the Greek Life Coordinator and the Assistant Director of Residence Life. For more information, please visit: housing.iit.edu

UNAUTHORIZED USE OF ROOMS

A resident may only occupy the space to which they are assigned by an authorized IIT official. Residents, guests, and visitors are prohibited from sleeping in common areas, lounges, stairwells, storage areas, basements, and study areas. Residents, guests and/or visitors are not permitted to enter vacant/unoccupied rooms without permission. A resident, guest, and/or visitor may only enter an occupied residence hall room to which they are assigned or invited to enter by a resident who is assigned to that room. A resident, guest, and/or visitor may not use common rooms/areas that require a reservation and/or key to enter unless they have permission to use said space from an authorized IIT official.

HALF-VACANT ROOMS AND CONSOLIDATION

If a resident's is not assigned a roommate or the assigned roommate leaves during the course of the academic year, the resident should plan on being assigned a new roommate and must keep their belongings on one side of the room. A Resident who attempts to discourage someone from moving into their assigned room will be referred to the Student Conduct Process. Residents who are paying for a standard double but have belongings on both sides of the room may be charged for the entire room or may be referred to the Student Conduct Process.

Consolidation is the administrative process of reassigning residents. A resident who does not have a roommate and is not in a designated/approved single or double as a single (DAS) may be consolidated; email notice of a room change and/or roommate consolidation will be provided by Residence Life staff. Moves must be completed within the designated time period. A resident who fails to move within the designated time period may be assessed a daily room rate for a DAS, or be reassigned to another room/roommate. If needed for other purposes, Residence Life staff may remove and utilize the second set of furniture in DAS units.

CANCELLATION POLICY

All Room and Board contracts are for the entire academic year or two academic years (unless otherwise approved). Room and Board cancellation requests must be submitted by completing the "Cancellation Request Form". A resident who vacates the residence halls at any time prior to the end of their contract, including a resident graduating in December, is required to complete a Cancellation Request Form. All cancellation materials and policies are outlined in the Room and Board Contract, available online at: web.iit.edu/housing/reservations/cancellation

Requests must be approved prior to a resident moving out or that resident may be assessed a minimum fee of \$150.00. (See [Improper Check-In and Check-Out](#) on page 30) Residence Life staff will notify the resident regarding the date the resident is required to checkout.

ROOM/FACILITY RESERVATIONS

Each residence hall has a variety of common/community spaces. In some cases, residents and/or student groups may reserve these spaces for educational programming, social events, group study sessions, etc. Residence Hall Directors determine if and how spaces may be reserved. For more information on reserving a space, please contact your Resident Advisor or Residence Hall Director (See [Residence Life Staff](#) on page 2) or visit: housing.iit.edu

SUMMER HOUSING

Room and Board Contracts are for one or two academic years only. Residents who qualify may choose to apply for a Summer Room and Board Contract. Space is limited during the summer due to scheduled maintenance projects and summer conferences; students are encouraged to apply early in the Summer application process. Summer applications typically become available in mid-late spring. For more information on Summer Housing, please visit: housing.iit.edu

SUMMER STORAGE

Residence Life has partnered with College Boxes to provide, at a cost to the resident, pickup and delivery of residents' personal belongings. This company provides storage for residents' belongings over the summer break with easy on-campus pickup and delivery. For more information, please visit: collegeboxes.com

TEMPORARY AND EMERGENCY HOUSING

In order to accommodate all qualified students who request to live on campus and/or early arrival/late departure, Residence Life may assign some students to temporary spaces within the residence halls. Temporary spaces may include converted lounge spaces or available open rooms. Students participating in early arrival/late departure are subject to fees. (See [Early Arrival and Late Departure](#) on page 30)

WINTER BREAK HOUSING

All Residence Life residence halls/apartments remain open during Winter Break. Winter Break Housing is only available to residents continuing to live in the residence halls from fall semester to spring semester. Please note that meal service hours and options may be limited during break periods. Illinois Tech Dining locations are closed during University holidays.

CAMPUS SAFETY AND IIT ALERT

Campus Safety is an important priority at Illinois Tech; as such, the university provides a variety of resources to ensure the safety of all members of the Illinois Tech community. These resources include Public Safety, faculty/staff emergency response training, Emergency 'Blue Light' Phones located throughout campus, limited access to academic and other buildings via valid student or staff ID, and IIT Alert. Students play a vital role in maintaining a safe environment on campus and should be aware of their surroundings. Students should report suspicious behavior or items to Public Safety by calling **(312) 808-6300** or **(312) 808-6363**.

All students are strongly encouraged to register for the IIT Alert System, which is used to send emails and/or text messages with pertinent information during emergency situations or inclement weather conditions. To register for IIT Alert, please visit iit.edu/iitalert

DANGEROUS MATERIALS

Possession or use of firearms, ammunition, axes, pipes, hand tools, knives, lighter fluid, fireworks, gasoline, blow torches, flammable liquids, explosives, volatile chemicals, and other materials or substances that endanger the health and safety of residents is strictly prohibited in the residence halls. Weapons or items deemed by Illinois Tech to be weapons are prohibited in the residence halls. This includes, but is not limited to: airsoft guns, BB guns, pellet guns, air rifles, crossbows, hunting knives, and swords. (*Fencing Foils are permitted to be stored, but not used within the residence halls, provided that the foil is equipped with a safety tip.*) Use and or possession of these materials may result in immediate confiscation of item(s) and disciplinary action. (See [F1 | Fire Safety](#) on page 65 and/or [W1 | Weapons](#) on page 86)

ELEVATOR USE

Elevators are programmed to provide the fastest possible service to the greatest number of residents. All of the elevators have posted maximum load limits, and it is expected (and strongly recommended) that residents obey these limits. In the event that an elevator entrapment does occur, each elevator is equipped with a phone that will directly call to Public Safety and/or Residence Life staff who will be dispatched to respond. Residents may be held financially responsible for damages if they are involved in the overloading or vandalizing (e.g. jumping, graffiti, etc.) of an elevator.

EVACUATION AND EGRESS

Egress routes refer to hallways, stairwells, corridors, doorways, and sidewalks that are utilized to exit the building in the event of an emergency. In case of an emergency, residents will utilize egress routes to safely exit the building using the nearest exit. Egress routes must be kept clear of personal belongings. Personal belongings include, but are not limited to: door/entryway mats, rubbish, decorative figurines, bicycles, and furniture. Residents are not permitted to store personal items in common areas, including egress routes. Any personal belongings left in common areas or in egress routes, will be removed by Residence Life staff. A removal fee may be assessed to the resident's student account.

Residence Life provides safety maps, an emergency evacuation map customized for each residence hall room, on the inside of each residence hall room's main door. Please refer to this map and familiarize yourself with its contents.

Residents must evacuate in a timely manner (typically within 5-7 minutes) in the event of an alarm or as instructed by Residence Life staff. Residents who fail to evacuate in a timely manner may be referred to the Illinois Tech student conduct process.

Upon evacuating, residents should gather in the following locations:

McCormick Student Village:	MTCC volleyball court/ adjacent walkway
State Street Village:	East side of the D1-D2 parking lot
Carman Hall and Gunsaulus Hall:	South side of the A5 parking lot

EMERGENCY EVACUATION FOR RESIDENTS WITH DISABILITIES

When made aware of a resident who may be in need of special notification or assistance during emergency situations, Residence Life staff or Public Safety will attempt to check on those rooms and assist with the evacuation. If staff or Public Safety are unable to assist, residents with disabilities are encouraged to go to the nearest stairwell. Stairwells are "designated areas of rescue assistance." Emergency personnel will arrive at the stairwells and evacuate as needed.

Prior to an emergency, it is recommended that each person with any limitations ask a friend or fellow student (in addition to Residence Life staff) to provide assistance if an emergency develops. This "evacuation assistant" should be informed about what limitations the resident has and how he or she can best be assisted. With an evacuation assistant, going to an area of refuge away from obvious or immediate danger is another emergency plan option. The evacuation assistant will then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

In order to self-identify as an individual with a permanent or temporary disability, contact the Center for Disability Resources: iit.edu/cdr

EVACUATION GUIDELINES BY DISABILITY TYPE

MOBILITY IMPAIRED – WHEELCHAIR

Persons using wheelchairs should stay in place, or move to an area of refuge with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and alert the Chicago Fire Department or Illinois Tech Public Safety to the location of the person with the disability. If the person with a disability is alone, he or she should phone Public Safety at **(312) 808-6300** with his or her present location and the area of refuge to which he or she is headed. We recommend that all residents program this number into their mobile phone prior to any emergencies, if possible. If the stair landing is chosen as the area of refuge, wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway, if it is safe to do so.

Stairway evacuation of wheelchair users should be conducted only by trained professionals or the Chicago Fire Department. Only in situations of extreme danger should untrained individuals attempt to evacuate wheelchair users.

MOBILITY IMPAIRED – NON-WHEELCHAIR

Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs, if it is safe to do so. If there is no immediate danger (such as a lack of detectable smoke, fire or an unusual odor), the person with the disability may choose to stay in the building with the options listed above, until emergency personnel arrive and determine if evacuation is necessary.

DEAF/HARD OF HEARING

Most Residence Life facilities are equipped with fire alarm strobe lights. Persons with hearing loss may not hear audible emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate. Residents who are concerned about their ability to be notified of an emergency should contact the Office of Residence Life to determine what accommodations are available and/or necessary.

VISUALLY IMPAIRED

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

FIRE SAFETY

There is a fire sensor located near the door in each MSV and SSV student room. Each GU and CH room is equipped with a fire and smoke alarm. These sensors are very sensitive and can be triggered by touch, aerosol spray mist (from air fresheners, hairspray, bug spray, etc.), cigarette smoke in the room, etc. **Never** cover or hang things on the smoke and fire detection units. Please exercise caution around the sensor to avoid setting off the fire alarm.

All residents should familiarize themselves with the locations of all exits and firefighting equipment. The City of Chicago fire ordinances require that all stairwell fire doors at the end of each corridor be kept closed at all times for maximum protection. Please do not prop open these doors. Residents will be documented for improper use of the 'emergency only' exits.

It is the responsibility of each resident, guest, and visitor in the residence halls to vacate the residence halls during a fire alarm. Resident Advisors and other Residence Life staff members will assist Public Safety with evacuation during a fire alarm. Failure to vacate the building may result in disciplinary action, fines, and/or termination of a resident's Residence Life Contract.

If you witness anyone tampering with the fire alarm equipment, please notify an RA, Residence Life, or an Illinois Tech staff member. If a resident is found responsible for false fire alarms, residents, their guests, or visitors may be fined a minimum of \$500 per occurrence in addition to other sanctions deemed reasonable. Tampering with the fire alarm system, fire safety equipment, fire-fighting equipment, or pulling a false fire alarm is a federal offense punishable by law. (For more information, see [F1 | Fire Safety](#) on page 65)

FIRE DRILLS

Municipal and State laws require that planned fire drills be conducted for every residence hall and apartment complex at the beginning of each academic term. Residence Life conducts fire drills in all Illinois Tech operated residential facilities in September, February, and June, unless weather or unforeseen circumstances require drills to be postponed. All individuals present in a building during an active fire alarm, including fire drills are required to evacuate following the guidelines provided in [Evacuation and Egress](#) on page 34.

IF YOU DISCOVER OR SUSPECT A FIRE

- Sound the building fire alarm by pulling one of the pull stations located in the hallways.
 - Gunsaulus Hall does not have pull stations.
- If the alarm fails to operate, warn other occupants by knocking on doors and shouting a warning as you evacuate the building.
- Notify the Community Desk Assistant as you are evacuating the building.
- If fire is in a room, close but don't lock the door to prevent spread of fire, if safe to do so.
- Call Public Safety **(312) 808-6363** upon exiting the building.
 - Give the exact location of the fire. DO NOT assume that someone else has called.
 - You may also call **911**

IF YOU ARE IN A BUILDING THAT IS ON FIRE

Keep low to the floor if smoke is in your room.

- Before opening the door:
 - Feel the door with that back of your hand
 - If the door is cool, open it carefully and look for a path of escape
 - If the door is hot, do not open the door and place a damp towel at the base of the door to prevent smoke infiltration.
- If you cannot leave your room:
 - Turn on your lights and open the drapes in your room. Do not open or break the window unless you must.
 - Seal cracks around the door with towels or bed linens to keep out smoke. To attract attention, wave a light colored cloth at the window. DO NOT jump from or climb out of an upper story window.
 - Call Public Safety **(312) 808-6363** give your location and other pertinent information.
 - You may also call **911**
- If you can leave your room:
 - If it is safe to do so, close your door behind you as you exit to limit the spread of fire.
 - Remain beneath smoke and cover your face with a damp cloth if possible.
 - Go to the nearest exit or stairway, including emergency exits. *Do not go to roof.*
 - If the nearest exit is blocked by smoke, heat or fire, go to an alternate exit.
 - If all exits on the floor are blocked, go back to your room, close the door and follow the procedure as described above.

After leaving the building, stand clear of the doors, roads, and sidewalks. Emergency equipment and personnel will need access in and around the building. Follow the directions of Fire, Police, Public Safety, and Residence Life staff. ***Upon evacuating, residents should gather in the locations outlined in [Evacuation and Egress](#) on page 34.***

INFECTIOUS DISEASES

Residence Life believes in maintaining the integrity of the community by keeping open communication with students regarding infectious disease such as H1N1 (influenza), meningitis, and staph. When made aware of such issues Residence Life has a plan of action to assist all students impacted by any potential infections on a case-by-case basis.

Illinois State Law requires that students who are enrolled at least half time on campus universities must be immunized against certain communicable diseases. These students are required to submit proof of immunization to the Student Health and Wellness Center. The deadline to submit immunization records is **the first week of classes**. Individuals who are not properly immunized or who do not have proof of immunization may receive the required immunizations at the Student Health and Wellness Center. A class registration hold will be placed on a student's account the day immediately following the Add/Drop date (as determined by the Registrar) if the student fails to comply with the immunization requirements.

For more information regarding IIT's immunization policies, please visit: iit.edu/shwc

KEYS AND ID CARDS

Residence Life issues keys and/or access for residence halls and/or resident rooms. These keys are the property of Residence Life and must be returned upon request from a Residence Life staff member. (For more information, please see [K1 | Keys and Access](#) on page 74)

MEDICAL EMERGENCIES

In case of medical emergencies on campus, call Public Safety at **(312) 808-6363**. Residents may also notify an RA or CDA for assistance. Due to their familiarity with the IIT campus and residence halls, Public Safety is able to respond quickly to emergencies and can communicate location information with Chicago emergency personnel. Residents may also call **911** directly to be connected with the City of Chicago Emergency Control Center.

MISSING PERSON POLICY AND PROTOCOL

In accordance with Illinois State Law, a school that provides any on-campus housing facility must include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus housing facilities. Illinois Tech Protocol:

- Reports of any student who has been missing for 24 hours should be made to a Residence Life staff member or other Illinois Tech personnel.
- Reports of a missing person will be referred immediately to Illinois Tech Public Safety.
- Students should identify a contact person(s) whom Illinois Tech will notify within 24 hours if the student is determined by Illinois Tech Public Safety and/or Chicago Police to be missing.
 - Emergency Contacts can be updated through the myIIT portal at: my.iit.edu
 - Contact information is registered confidentially.
- Illinois Tech will notify the appropriate law enforcement agency/agencies within 24 hours of determining that a student is missing.
- If a student is under 18 years of age and not emancipated, Illinois Tech is required to notify a custodial parent or guardian within 24 hours of the time that a student is determined to be missing, in addition to any contact person(s) designated by the student.

For more information on the Illinois Institute of Technology Missing Person Policy and Protocol, please visit: iit.edu/public_safety

PERSONAL BELONGINGS

Residence Life is not liable for personal property that is lost, stolen, or damaged, nor is it insured to cover such losses. If students desire insurance coverage, they should consult with their family and/or insurance provider. The best guard against property loss from a resident's room is a locked door (whether the resident is present or not). Residents are encouraged to report any theft or suspicious activity to Illinois Tech Public Safety.

Items left in a room, suite, or apartment after the resident's vacate date are not the responsibility of Residence Life, though in certain cases they may be packed up and stored by Residence Life for a period no longer than 30 days (packing charges will be assessed to the resident). Items not retrieved after the 30-day period will be donated or disposed of.

POLICE AND PUBLIC SAFETY

The Chicago Police Department and Illinois Tech Public Safety work in conjunction with one another to ensure safety on campus, respond to emergencies, investigate crimes, and apprehend perpetrators. Public Safety also works closely with other campus offices and departments, to present programming and share information about staying safe on campus and in Chicago.

For more information, please visit: iit.edu/public_safety

RENTERS INSURANCE

Residents are strongly encouraged to purchase renter's insurance, which covers their personal belongings. Certain parents/guardians may have a Homeowner's Insurance policy that covers a student's belongings in a residence hall. Refer to the insurance policy or insurance agent for more information. Renter's insurance can be purchased through most major insurance companies. Illinois Tech and Residence Life assume no responsibility or liability for the personal property of residents. This includes, but is not limited to, damage or loss due to fire, theft, and flooding. Costs for damaged or stolen property will not be reimbursed.

SECURITY

Security on campus is best achieved through collaboration between students, faculty, staff, Public Safety, and the Chicago Police and Fire Departments. Residence Life offers a variety of measures to ensure security of the residence halls. These measures include community desks staffed 24 hours/day, 365 days/year and/or exterior doors that require a resident ID for entrance, security cameras in public areas, training for professional and paraprofessional staff, fire alarms, and automatic fire sprinkler systems. Residents are active participants in creating a safe and secure environment, please report suspicious persons, activities, or items to Public Safety at: **(312) 808-6363**

SAFETY TIPS

Residents play an integral role in their own safety and the safety of others on campus. Security in the residence halls is a concern shared by all. Illinois Tech provides 24-hour security but your cooperation is essential to keeping your room safe. Please read the following tips on how to keep yourself and your belongings safe.

- Always lock your door.
- Get to know your roommates and their friends. Developing trust with your roommate is important to a healthy and safe living environment.
- Do not leave valuables out in the open. Put all money, electronics, textbooks, etc. in a drawer or other secure area.
- Do not admit strangers into your room or building. Know who you are letting in. Do not sign strangers in as guests. Visitors must be escorted at all times in the residence halls.
- Be alert to strangers loitering around the building. If you see something suspicious, alert the Community Desk Assistant, a Resident Advisor, and/or Public Safety.
- Never attach your name and address or identification card to your key ring.
- If you want to meet someone you are buying something from or selling something to, do so in a public space.
- Never leave a key under a mat, above a door, or elsewhere you think nobody will find it.

SERVICE ASSISTANCE ANIMALS

Illinois Tech, including Residence Life, provides reasonable accommodations to individuals with disabilities. Such accommodations could include the use of a service animal and/or emotional assistance animal in the residence halls. If you are a resident of Residence Life and wish to use a service or assistance animal in connection with such housing, please contact the Illinois Tech Center for Disability Resources, which will work with Residence Life and you to evaluate your request and obtain documentation, if appropriate, to determine if such request is reasonable. For more information, please visit: iit.edu/cdr

The care and supervision of any service and/or support animal is the responsibility of the individual who uses the animal. Individuals must maintain control of their animal at all times. (For more information about pets in the residence halls, see [P2 | Pets](#) on page 78.)

THEFT AND PROPERTY DAMAGE

Residence halls are high traffic areas so it is very important for residents to take steps to safeguard their personal property. Residents should secure their valuables in safe places and report any suspicious behaviors. Residents should always lock their doors when leaving their rooms, it is also suggested that residents lock their doors even when present in their room, especially if they are sleeping.

If theft or property damage does occur, notify your RA and Public Safety. Public Safety will file a report and can assist you in contacting the Chicago Police Department if necessary. Residence Life does not take responsibility for lost, stolen or damaged property. Residents are also encouraged to have the proper insurance to cover lost, stolen, or damaged personal property. (For more information on insurance, please see [Renters Insurance](#) on page 40)

TORNADO SAFETY AND LOCAL EMERGENCIES

During severe weather or other local emergencies, residents are encouraged to monitor local television or radio stations, and/or the Internet for detailed information. The City of Chicago will typically sound emergency sirens in the event of a tornado warning or other local emergency. A tornado warning means that a tornado has been sighted in the area and that individuals should take cover. In the event of a tornado warning, residents should move indoors and to the lowest level of the building and/or an interior room, away from windows. Residents should monitor local media for further information and an all-clear message.

Please note that tornado sirens are tested at 10AM the first Tuesday of every month. There is no need to take shelter during these tests, unless there is an actual emergency.

STUDENT CONDUCT OVERVIEW

The Student Conduct Process is a part of community development within the residence halls at IIT. Members of our community have both rights and responsibilities. Inherent to the success of this community is an acknowledgement of the responsibility that residents have for their behavior/conduct and how it affects the community in which they live. Primary emphasis is placed on the educational and developmental progress of the resident and is part of the educational mission of IIT. Increased understanding of self and others has the strongest potential for educational impact. This process is designed, in part, to determine whether a student is responsible for violations of the Residence Life policies as well as the IIT Student Code of Conduct. The IIT Conduct Process is not equivalent to, nor does it conform to legal proceedings; it is educational in nature and seeks to ensure students are held accountable for their decisions. In our system we try to determine the most likely series of events that occurred in a situation; and we make a determination of responsibility based on that finding. This policies and procedures included in the Residence Life Handbook are supported by and incorporate by reference the Illinois Institute of Technology Student Code of Conduct.

STUDENT CONDUCT LEARNING GOALS

Through encounters with the student conduct process, students will:

- By participating in the student discipline process, students will be able to explain why university policies exist and why the University is concerned for their behavior.
- As a result of having gone through the student discipline process, students will be able to articulate the impact their behavior has on themselves and Illinois Tech community.
- As a result of their involvement in the student discipline process, students will be able to identify academic or student support resources that they can seek assistance from to avoid future violations of community standards.
- Students will participate in their educational programs and sanctions appropriate to their violation(s).

HOW THE CONDUCT PROCESS WORKS

When an IIT faculty, staff member, resident, or any other community member observes or is made aware of what they believe to be a violation of IIT policies, that person is asked to (a) provide information for, or (b) complete an Incident Report (IR) describing the alleged violation. If involved, Residence Life staff members will identify themselves, request identification from all participants, communicate what policy/policies have allegedly been violated, and ensure that inappropriate behavior has ceased. A conduct officer (including but not limited to: Residence Hall Directors, Director of Residence Life, Assistant Director for Community Standards or other staff as designated by the Dean of Students) will review the reports in a timely manner, and decide upon an appropriate action. When a policy violation occurs during finals week and the resident has been provided a contract for the upcoming semester/year, the resident may be required to meet with a staff member to discuss the alleged violation in order to execute their contract. Failure to do so may place the resident's contract and/or building access on hold.

The following is a brief overview of the Student Conduct Process within Residence Life facilities:

- An incident is reported to, or discovered by, the university;
- The issue is documented in an Incident Report.
- The conduct administrator sends the student an Administrative Hearing notice to discuss the alleged incident. If the student does not attend the hearing, the conduct process may move forward without the student's input.
- During the hearing, the conduct administrator reviews the report and any available information. The student(s) is provided with the opportunity to explain their involvement in the incident.
- Using the Preponderance of Evidence standard, the conduct administrator makes a decision on responsibility and assigns applicable sanction(s).
- Students have the right to appeal a decision within five (5) school days for the date of the decision letter.
- More information about the Student Conduct Process can be found in the Student Handbook.

DURING AN ADMINISTRATIVE HEARING

During an Administrative Hearing the student will have the opportunity to:

- Review the incident as reported to the hearing administrator and hear alleged policy violations.
- Present a personal account of the incident in question and other relevant information.
- Ask questions related to the incident and/or the Conduct Process.

Using the Preponderance of the Evidence standard, the hearing administrator will make the best determination possible of the student's involvement based on the Incident Report(s), relevant information from the administrative hearing, and, if needed, the outcome of any further investigation.

AFTER AN ADMINISTRATIVE HEARING

All documentation relating to a resident's involvement in the Conduct Process will be kept in the student's conduct file. Individuals with concerns about confidentiality are encouraged to read our FERPA statement on page 83 or speak with their conduct officer regarding these concerns.

THE APPEALS PROCESS

Residents have the right to appeal a decision made within the conduct process. An appeal must be based on at least one of the three following criteria:

- Appropriate procedures were not followed.
- The sanction(s) imposed is/are inappropriate for the offense.
- New evidence that was not available at the time of the original decision, due to no fault of the student, has become available.

All appeals must be received within five (5) school days of the sanction being issued. Appeals must be submitted in writing to the staff member listed on the decision letter/appeal form. Supporting information must be submitted with the appeal. An appeal submitted after the deadline will not be considered. The administrator may or may not request to meet with the student. The administrator hearing the appeal may decide to uphold the original decision, change the original decision to a sanction of greater or lesser severity, or overturn the original decision completely. Appeal decisions are provided in writing to the student.

For more information on the Appeals Process, please visit: iit.edu/student_affairs/handbook

COMMON SANCTIONS IN RESPONSE TO CONDUCT VIOLATIONS

The IIT Student Conduct Process directly connects to the Residence Life Room and Board Contract signed by each resident. The list that follows covers a wide range of sanctions and Contract Actions that may result when a resident is found responsible for having violated a policy as outlined in the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies. It is important for residents to note that sanctions do not always occur in a step-by-step or linear progression, (e.g. a resident may be placed on Contract Probation or have their contract terminated on the first violation, when appropriate). *The list is not all-inclusive; a Residence Life staff member or other Conduct Officer may determine and assign an appropriate sanction at the Conduct Officer's discretion.*

CONTRACT STATUS SANCTIONS

WARNING STATUS

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies. A written statement from a conduct officer expresses disapproval of conduct and warning, and will serve as notification that continued behavior of this kind may result in further Contract Action.

CONTRACT PROBATION

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies. This results in a conditional retention of resident status for a specified period of time. During the probationary period, any additional policy violations may result in further Contract Action; the resident may also be excluded from participating as a representative of Residence Life through employment.

DEFERRED CONTRACT TERMINATION

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies and is in danger of having their contract terminated. Any additional policy violations while on Deferred Contract Termination will likely result in immediate Contract Termination, meaning removal from the residence halls and permanent/temporary banned guest status). The resident's contract is at Non-Renewal Status (meaning the resident will not be allowed to live in the residence halls minimally one year from the end date of the residents' contract). During the time the resident is on Deferred Contract Termination level, the resident may be excluded from participating as a representative of Residence Life through employment. This sanction is for serious/repeated violations.

CONTRACT TERMINATION

Resident has been found in violation of the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies. This violation will result in a permanent exclusion from all Residence Life facilities. A permanent record of the contract termination is maintained by Residence Life. The resident will no longer be permitted to enter or use Residence Life property. Should the resident appear in any areas heretofore mentioned, the resident will be subject to arrest. Contract Termination is a sanction reserved for serious or repeated policy violations, especially those related to the [Serious Rule Violations](#).

RESIDENT RESPONSIBILITY FOR CONTRACT CANCELLATION/TERMINATION COSTS

If a resident is found in violation of Residence Life or IIT Policies, the Student Code of Conduct, or Local/State/Federal Laws, which result in an Administrative Contract Termination, or otherwise cause the resident's contract to be canceled, the resident will be financially responsible for the remainder of the resident's Room and Board Contract and/or any fees associated with contract cancellation/termination. The resident must pay all associated fees by the deadline(s) designated by the Office of Student Accounts to avoid holds being placed on the resident's Student Account. (Please refer to [Cancellation Policy](#) on page 31 and [Bills and Payments](#) on page 8.)

CONTRACT ACTION

The resident is given license to occupy the assigned space under the terms and conditions of the resident's Contract. Violations of any part of the IIT Code of Conduct, Rules and Regulations, and/or other Residence Life/IIT Policies may subject the violator to Contract Action, University Action, and/or Police Action as appropriate. A resident involved in a violation of these Rules and Regulations and/or Policies or those of the University and the laws of the State of Illinois will be informed of the charges against the resident, as well as the right to appeal. Contract Action may include but is not limited to, the following sanctions: Warning Status, Contract Probationary Status, Administrative Move, Deferred Contract Termination, and Contract Termination. Continued or serious violation of these Rules and Regulations and/or Policies by a resident or their guest(s) is considered a breach of contract and may result in the termination of the resident's Contract. Said termination is not considered a denial of the individual's right to an education. Contract Action is separate from University Disciplinary Action, or criminal prosecution, although an individual may be subject to any or all of these actions if circumstances warrant.

OTHER SANCTIONS

WRITTEN REPRIMAND

A resident is sent a letter that serves as a "Written Reprimand." This generally occurs when a Residence Life staff member encounters a prohibited item within a room (like an appliance or candle, etc.) or for behavior in an incident that the administrator determines does not call for a meeting, but does warrant a letter that addresses the behavior. Residents who believe this written reprimand to be in error should Residence Life for clarification.

EDUCATIONAL SANCTIONS

Conduct officers strive to ensure that most sanctions for conduct violations are educational for the party/parties involved. Educational Sanctions might include: brief written/research assignments, attendance at a specific conference/event, participation in a service event, etc. A student who has been found responsible for a policy violation may also suggest an educational sanction the conduct officer feels is appropriate. (Subject to administrator approval)

MONETARY FINES

Some policy violations carry required minimum sanctions, including certain fees to be assessed to the Student Account(s) of the responsible party/parties. These sanctions are outlined in the IIT Student Handbook, available here: iit.edu/student_affairs/handbook

MANDATORY PARTICIPATION IN ALCOHOL-WISE OR UNDER THE INFLUENCE

Alcohol-Wise is a 1-hour online alcohol abuse prevention course designed specifically for use on college campuses for first-year students and other high-risk groups. Under the Influence is a 3-hour online intervention course used as a sanction for on-campus student alcohol violations, such as underage drinking or public intoxication.

REFERRAL TO STUDENT HEALTH AND WELLNESS CENTER COUNSELING SERVICES

In cases where a resident has exhibited behavior that is cause for concern, such as talk of self-destructive behavior, the conduct officer may refer the resident to the Student Health and Wellness Center for further evaluation or possible counseling. Refusal by a resident to cooperate with the reasonable requests of the staff regarding the resident's disruptive and potentially dangerous behavior could result in Contract Action.

ADMINISTRATIVE MOVE

This sanction is used most often for, but not limited to, instances where a resident's behavior has adversely affected community members or when a negative community atmosphere may be contributing to the resident's behavior. This sanction is also imposed when a resident has violated an official roommate or suitemate agreement (a roommate/suitemate agreement is considered official when a Residence Life staff member was present to assist in its development). Should the resident choose to continue in disruptive behavior, further Contract Action may be imposed.

LOSS OF PRIVILEGES – HOST OR GUEST/VISITOR

Guests/visitors are not guaranteed access to Residence Life facilities, and may lose the ability to visit designated areas (or all Residence Life property) if it is determined that they have violated Residence Life Rules and Regulations and/or Policies.

While Residence Life encourages residents to utilize the Guest/Visitor Registration process and host guests/visitors, they must do so in a manner that meets expectations established by the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies and those shared by the resident's roommate(s), suitemate(s), and/or apartment-mate(s). Residents are not guaranteed the ability to host guests/visitors. Because a resident is responsible for their guests/visitors, policy violations by guests/visitors can impact a resident's ability to be a host. Residence Life can revoke a resident's host privileges for an established time period.

LOSS OF PRIVILEGES – GENERAL

A loss of privileges can include restricted access to certain areas, programs, etc. Residence Life can also prohibit a resident from having contact of any sort with another member of the Residence Life community.

CONFISCATION OF ITEMS THAT VIOLATE RULES AND REGULATIONS

This can include: stereo and/or musical instruments in cases where behavior has disrupted community, alcohol in cases where resident is under 21, and other prohibited items as outline in the IIT Code of Conduct, Rules and Regulations and/or other Residence Life/IIT Policies. (For more information, see [C5 | Confiscated Items](#) on page 58)

RESTITUTION TO UNIVERSITY

The resident may be charged for any damages, lost property, or unnecessary service costs caused by the resident or the resident's guests to Residence Life property, whether due to intent, accident, or neglect.

COMMON AREA DAMAGES AND DAMAGE BILLING

Lounges and other common areas (elevators, hallways, kitchens, restrooms, storage areas, stairwells, lobbies, etc.) are inventoried for damage prior to occupancy for the Fall Semester. Damage (e.g. furniture damage/loss, extensive housekeeping, or damage to building fixtures/surfaces, etc.) to common areas may be billed to the Student Accounts of members of the floor, building, or complex equally unless the person(s) responsible can be identified.

NON-ISSUANCE OF FUTURE HOUSING CONTRACTS

Resident has demonstrated (by behavior that consistently violates the Residence Life Rules and Regulations and/or Policies) that they are not a positive addition to the community. The resident will not be issued future housing contracts.

OTHER

The following are examples of other sanctions, which can also be assigned. Additional sanctions may be determined at the discretion of the conduct officer. These sanctions may include, but are not limited to:

- Writing a brief essay about specific section(s) of the Residence Life Handbook
- Making signs or bulletin boards
- Assisting staff with a project
- Participation in an IIT program
- Writing a letter of apology
- Going to a campus office, etc.

BANNED GUESTS/VISITORS

A banned guest/visitor is a non-resident or previous resident deemed disruptive to the population of the residence halls. The person is not allowed to enter Residence Life facilities for either a specified time or indefinitely and will receive a written statement (sent to the address provided during guest registration or otherwise obtained by Residence Life) from an administrator regarding that person's status. Because it is officially considered trespassing, should the person appear in the residence halls or apartments, that person may be subject to arrest.

SERIOUS RULE VIOLATIONS

Some behaviors and policy violations may result in immediate contract termination. In general, these include behaviors that cause harm to one's self or to others, threaten harm, are potentially harmful, or represent a risk to persons or property, which is unacceptable to residence hall living. The following are behaviors and/or policy violations that may result in immediate contract termination. Examples of these behaviors and policy violations include, but are not limited to:

1. The accidental or intentional setting of a fire.
2. Placing false fire alarms or tampering with firefighting/detection equipment (e.g. smoke detectors, audible alarms, strobes, screamer boxes, sprinkler heads, extinguishers, etc.)
3. Possession, use, sale, or intent to sell narcotics or dangerous drugs, and/or marijuana.
4. Possession of a dangerous weapon.
5. The accidental or intentional throwing, dropping, and/or falling of any objects out of a building window or off the window ledge; the placing of items on the exterior window ledge; the climbing into, out of, or on the buildings or walking upon the roof of the building, except in case of emergency (as directed by Residence Life staff).
6. Violent behavior toward another person.

GOOD SAMARITAN AND MEDICAL AMNESTY POLICY

In an effort to encourage students to help one another by contacting the appropriate administrative department or authority in critical situations (Public Safety, ResidenceLife, Office of Student Affairs, Student Health & Wellness Center) or 911 Emergency Assistance, a student who seeks assistance for another student, who is experiencing a drug or alcohol emergency, will generally not be subject to disciplinary action by the Office of Student Affairs. This provision applies only to individuals, not organizations. To be clear, this policy is not meant to promote unlawful drug or alcohol use among students. Rather, it is intended to provide a "Good Samaritan" provision within the Code of Conduct to encourage responsible reporting to an appropriate authority when a student is in need of help. Accordingly, it is expected that any reporting will be done in good faith.

a. Good Samaritan Policy

The Good Samaritan Policy acknowledges that as members of this community, students have a responsibility to each other. We expect students to take active steps to protect the safety and well-being of our community. Therefore, students may directly seek medical assistance for another person during an alcohol or other drug related emergency. The Good Samaritan student will not face disciplinary action for the mere possession or use of alcohol or drugs provided that he or she remains with the individual until medical assistance arrives and the person can be assisted. In order to qualify under the Good Samaritan Policy, the Good Samaritan must contact the appropriate administrative department or authority. Depending on the facts and circumstances, a student who seeks medical assistance for another may be required to meet with a member of the counseling staff for an assessment. As long as the student complies with all directives, s/he will not face disciplinary actions for the alcohol and/or drug violations.

b. Medical Amnesty Policy

A student needing medical assistance during an alcohol or other drug-related emergency for himself or herself will not face disciplinary actions for the mere possession or use of alcohol and/or drugs if he or she contacts the appropriate administrative department or authority (Public Safety, Residence Life, Dean of Students, Student Health & Wellness Center) or 911 Emergency Assistance. The student receiving medical assistance may be required to meet with a member of the counseling staff for an assessment. As long as the student complies with all directives, s/he will not face disciplinary actions for the alcohol and/or drug violations.

c. Limits of the Good Samaritan and Medical Amnesty Policy

The Good Samaritan and Medical Amnesty policies apply only to alcohol or other drug related medical emergencies but do not apply to other prohibited conduct such as assault or property damage. If other prohibited conduct occurs, then a student will be held responsible for those violations. The use and/or abuse of alcohol or drugs will not be considered a mitigating circumstance for any other violation of this Code of Conduct. In cases where an individual fails to seek emergency medical assistance when it is clearly needed, disciplinary action may be taken against the individual/organization. The Dean of Students or his or her designee will investigate the circumstances involving the request for assistance and may also require a reporting student to participate in drug or alcohol abuse education or counseling as appropriate. Failure to adhere to the mandates may result in the case being referred through the normal conduct process.

The Good Samaritan and Medical Amnesty Policy apply to individuals, not organizations and pertains only to isolated incidents. Reporting pursuant to this Policy will be monitored, and the Dean of Students retains the authority to pursue, in accordance with the Code of Conduct and applicable law, disciplinary action against and/or contact the parents of students who abuse it.

The Good Samaritan and Medical Amnesty Policy apply only to Illinois Tech's response to a medical emergency. Criminal/police action may still occur separately from the Dean of Students office.

For more information, refer to the IIT Student Handbook: iit.edu/student_affairs/handbook

RULES AND REGULATIONS | A-Z

A1 | ALCOHOL

IIT encourages the responsible use of alcoholic beverages within the campus community. These are the established guidelines regarding the possession and consumption of alcohol in the residence halls.

- If alcohol is being consumed or possessed, all people present must be 21 or older, in accordance with Illinois State Law.
 - Guests (regardless of age) cannot bring alcohol into the residence halls.
 - Common source containers of alcohol or mass consumption devices (e.g. kegs, barrels, beer bongs, etc.) are not allowed.
 - No alcohol or alcohol containers are allowed in common areas.
- a. Individuals (including guests) who are not of legal drinking age are prohibited from consuming, possessing, or being in the presence of alcoholic beverages in the residence halls or areas immediately surrounding the residence halls.
 - b. If all assigned residents to a residence hall room are under 21, the possession or consumption of alcohol is prohibited within that room at all times regardless of the age of any guest or visitor.
 - c. Individuals over 21 may not consume alcohol in a room when a person (student, visitor, or guest) under 21, who is not assigned to that room, is present.
 - d. Any person (student, visitor, or guest) under 21 may not be present in a room where alcohol is being consumed, unless it is that person's assigned place of residence and they are not consuming or possessing alcohol.
 - e. All people present in a room or area where an alcohol violation has occurred will be considered in violation, whether or not they have personally consumed alcohol.
 - f. Empty alcohol beverage containers may not be possessed by underage residents (this includes items used for decorative purposes), or present in a space where not all people present are 21 or older.
 - g. Guests who are of legal drinking age may possess and consume alcoholic beverages in the room of a host that is 21 or older. If a guest 21 or older is in possession of alcohol in an area other than the permitted specified location, the guest will be documented and asked to dispose of the alcohol. Provided that the guest is compliant and has not infringed upon any other policies, said guest will not be banned from the residence halls.

- h. Guests are prohibited from bringing alcoholic beverages into the residence halls. Guests who attempt to bring in alcohol may not be allowed entry to the residence halls until a Residence Life staff member is able to process the incident.
- i. Distribution from or possession of common source containers (e.g. barrels, bowls, jugs, beer-bongs, kegs or mini-kegs, wine boxes, etc.), are not permitted and will be disposed of by residents or guests present during the policy violation under the direction of Residence Life staff.
- j. Consumption or possession of open alcoholic beverages or empty alcohol containers, other than for purposes of recycling empty containers, by residents or guests in hallways, lounges, community kitchens, elevators, stairwells, corridors, basements, roof decks, the MSV courtyard or public areas is prohibited.
- k. Kitchens in Carman, Gunsaulus, and SSV South are considered common areas. Alcohol is not permitted in these areas (including the refrigerator) if all residents and guests in the suite/apartment are not of legal drinking age.
- l. Transport of alcoholic beverages to a resident's room from outside the building is only allowed by persons who are 21 years of age and older. Containers must be closed.
- m. Transport of open alcohol containers (including alcoholic beverages in cups) from room to room or apartment to apartment is prohibited.
- n. The playing of "drinking games" or other activities that increase the risk of excessive intoxication (such as beer pong, flip cup, etc.) is prohibited in the residence halls no matter the age of the residents or guests.
- o. A resident, visitor, or guest who consumes alcohol off campus and returns to campus intoxicated and poses a danger to themselves or others, causes a disturbance, or otherwise violates IIT policies, may be documented for violating the alcohol policies.
- p. Excessive alcohol consumption is considered a form of self-harm that negatively impacts both the individual and the greater community. *Residence Life reserves the right to contact medical personnel if deemed necessary.*

If you, or another student, are struggling with alcohol or drug abuse, please utilize Student Counseling Services for support. You can contact the Student Health and Wellness Center at (312) 567-5900 or visit: iit.edu/shwc

Please consult the Student Handbook for additional information about the alcohol policy: iit.edu/student_affairs/handbook

A2 | APPLIANCES

Residence Life provides certain appliances in on-campus apartments. Additionally, residents are permitted to provide certain other appliances for their own use. These appliances are subject to restrictions determined by safety and health considerations. Students are expected to clean appliances in their units regularly. Malfunctioning appliances should be reported to Residence Life by submitting a Maintenance Request. (For more information, see [Maintenance Requests](#) on page 24)

Residents are responsible for maintaining the cleanliness of their appliances and unit. Appliances should be used and stored in such a way that they do not cause damage to rooms/apartments. In MSV, residents should be mindful not to place appliances on windowsills or on top of HVAC units, as spills may cause damage to HVAC units.

STOVES AND OVENS

Electric or gas cooking ranges are provided in on-campus apartments as well as select community kitchens. Residents should closely monitor food while it is cooking and ovens/stoves should be turned off when not in use. Cooking ranges are intended for cooking/baking and should not be used as an additional heat source.

If you smell gas in your apartment/building, leave and contact Public Safety at: (312) 808-6363

REFRIGERATORS

Residence Life provides refrigerators in apartment-style units and may only be supplemented by additional refrigeration units with prior written approval. Students residing in residence hall units without refrigerators may bring their own mini-fridge or rent a MicroFridge (one per unit). Mini-fridges should not exceed 3.0 ft³ (or 4.0 ft³ energy star rated) and should not draw more than 2.0 amps. One (1) refrigerator is permitted per unit. Refrigerators are not to be placed in closets or stacked on furniture, and should be kept in the open areas of the room. Students who wish to rent a MicroFridge may visit: bedloft.com

Prior to winter break (or any extended period during which the resident expects to be absent from their room), the refrigerator should be unplugged, emptied, defrosted, and cleaned. Do not unplug refrigerators provided in GU, CH, and SSV.

MICROWAVES

Microwaves are provided in apartments in SSV South, MSV floor lounges, SSV community kitchens, and the first floor lounge in Gunsaulus Hall. Students living in Carman or Gunsaulus Hall may bring their own microwave, provided that there is only one microwave per unit and it is stored and used in the kitchen area. Residents in residence hall units without kitchens may only have a microwave if it is part of a MicroFridge unit rented through bedloft.com. One MicroFridge is permitted per unit.

OTHER APPLIANCES

Permitted in all residence hall/apartment units:

- Coffee Pots, Electric Tea Kettles, and Popcorn Poppers are allowed if they do not have an exposed burner.
- Rice Cookers (≤6 cups, no locking lid)
- Crock Pots (≤4 quarts, no locking lid)
- Stereos/Radios
- Personal Computers
- Televisions
- Hair Dryers
- Lava Lamps
- Fans (Box/Tower/Rotating)
- Humidifiers
- Dehumidifiers (Provided by ORL)
- Vaporizers
- Vacuum Cleaners
- Refrigerators (Compliant w/ policies)

Permitted only in units with kitchens (provided items are stored/use within kitchen):

- Toasters/Toaster Ovens
- George Forman (electric) grills
- Hot plates
- Deep Fryers
- Waffle Irons
- Microwave Ovens

All permitted items must be in proper operating condition, free of frayed cords or other issues, which might cause an otherwise safe item to become a fire or safety hazard. Permitted items should have an automatic shutoff feature (when appropriate) and/or be turned off when not in use or monitored. All wiring should be UL-certified and properly grounded. All appliances must only be used in the manner/conditions in which they were intended.

The resident assumes financial responsibility for any damage to university property and/or any other residents' property caused by appliances provided by a resident.

Residence Life reserves the right to prohibit and/or remove any item(s) determined to be a potential fire hazard or otherwise damaging to Residence Life facilities.

For more information, see [F1 | Fire Safety](#) on page 65.

B1 | BEDS AND LOFTS

Residents may not construct their own lofts. Residents of MSV, CH, GU, or SSV South who wish to loft their bed must rent a loft from Bedloft.com (For more information, see [Lofts](#) on page 22)

- a. Homemade lofts (or lofts rented from a vendor other than BedLoft) are not allowed.
- b. Beds bunked or raised above the level of the windowsill may not be placed parallel to the window in a manner that might enable accidental falling against the window/screen.
- c. Lofted or bunked beds must be at least 18" below any sprinkler heads, sprinkler pipes, or heating/air conditioning vents or pipes.
- d. Residents who choose to loft their beds may be subject to having said loft inspected.
- e. Waterbeds are prohibited.
- f. The desk chair and other furniture are not designed to be used as a ladder to access a loft. Damage to the chair or other furniture will be charged to the resident.
- g. The resident agrees to sole liability for all damages and injuries as a result of their construction of any other room/bed modifications.
- h. No furniture may be removed to accommodate lofts; bedposts must be stored in the room to which they are assigned.
- i. *Due to furniture configurations, lofts are not offered in SSV Middle or North (as of 2015).*
- j. Lofts must be dismantled and bedposts reinstalled prior to checking-out.
- k. Bunked beds should be 'unbunked' prior to checking out.
- l. Any non-approved lofts will need to be removed by the resident immediately and may result in fees or charges assessed to the resident.

B2 | BICYCLES

It is recommended that bicycles be stored in the areas provided outside of the residence halls in a manner as not to obstruct free passage of pedestrians and vehicles.

- a. Bicycles may not be chained/locked to anything except the bike racks provided.
- b. Bicycles may not be left on bicycle racks outside of contract dates.
- c. Bicycles left on-campus outside of a resident's contract dates may be removed, donated, and/or disposed of at the discretion of IIT staff.
- d. If bicycles are stored in a room, suite, or apartment, they must be stored in a manner that does not obstruct safe exit of the room, suite, or apartment in case of emergency.
- e. Bicycles should be registered.
- f. Bicycles may not be ridden inside the residence halls or other campus buildings.

C1 | CANVASSING, PEDDLING, OR SOLICITATION

Under no circumstances will anyone other than Residence Life or University staff members be allowed to canvass, peddle, or solicit door to door within the residence halls (this includes all resident and common areas). This includes placing flyers or door hangers throughout the residence halls. Persons interested in hanging flyers or door hangers must contact the Office of Campus Life (OCL) for a complete list of guidelines for flyer approval, etc. The number for the Office of Campus Life is (312) 567-3720. Generally speaking, residents and student organizations are encouraged to advertise events throughout the residence halls. The following guidelines apply to postings within the residence halls:

- a. All postings must be approved by the Office of Campus Life.
- b. *Postings larger than 11x17 inches must also be approved by Residence Life.*
- c. Postings must be for a specific event with a specific date and must be removed within 48 hours after the event. Semester-long postings are not permitted. If no date is included, the posting will be approved for two weeks
- d. Approved postings may be posted immediately by the student(s) or organization(s) responsible or turned into Residence Life to be posted within 72 business hours. Postings submitted less than 72 hours before an event may not be posted.
- e. Residence Life may require contact information be provided with postings.
- f. Only one (1) approved posting per event may be posted in designated posting areas as outlined in the posting policy. (See [Advertising and Events](#) on page 7.)
- g. Advertisements/postings may not be placed on Community Desks.
- h. Advertisements/postings may not block windows, doors, or security cameras.
- i. Advertisements for off-campus housing options are strictly prohibited within the residence halls/apartments, even if approved for posting by the Office of Campus Life.
- j. Postings may not include offensive or derogatory language or images.
- k. Organizations not in compliance with guidelines will be reported to OCL. Students not in compliance may lose posting privileges and may be subject to the Conduct Process.
- l. Only masking or painters tape should be used to hang postings. The costs associated with damages caused by postings may be assessed to the responsible party/parties. *In the interest of sustainability, students and organizations are encouraged to take advantage of the Media Boards located in the residence halls. Media Board slides are subject to all posting policies. To add a slide to the Media Boards, please email your posting as a PowerPoint slide to housing@iit.edu*

Residence Life reserves the right to remove any signs, flyers, or other postings that do not comply with these guidelines or the Campus Life posting policy. *Posting policies are subject to change; please contact Residence Life with any questions.*

The apartments, residence hall rooms, or any common space are allocated as residential space. Residents may not run private businesses, other commercial endeavors, or solicit sales from apartments/suites/rooms (examples: hair-cutting, MaryKay, Avon, etc.). Use of university telephones, email, and mailboxes for private business/commercial endeavors is prohibited.

Solicitation on behalf of political candidates within apartments/residence halls is prohibited.

C2 | COMMUNITY INSPECTIONS

Residence Life staff performs Community Inspections of every campus housing room and apartment at least once per academic term. (See [E4 | Entry to Room, Suite, and/or Apartment](#) on page 63) Instructions requiring compliance with policies must be followed or disciplinary action will be taken. Residents will receive notice of the inspection period and written notice of the inspection results. With regard to room cleanliness, acceptable health and sanitation practices must be observed. Residents may be assessed fees at any point if Residence Life staff determines cleaning or repairs are needed. (See [R5 | Room and Suite/Apartment Care](#) on page 81)

Excessive unit damage or poor cleanliness can result in a resident losing their eligibility for campus housing or disciplinary action. Prohibited items will be confiscated and held until the end of the academic year. Confiscated items will be disposed of on or after the first day of June each year, if not retrieved by the owner. Residence Life assumes no responsibility for the damage or loss of confiscated items. Illegal items or substances will be confiscated by Public Safety or Chicago Police. (For more information, please see [C5 | Confiscated Items](#) on page 58)

C3 | RESIDENTIAL COMMUNITY STANDARDS

Residents of individual floor communities may, by majority vote, create and/or adjust some policies for that floor. Due to the unique layout of SSV, Carman, and Gunsaulus, residents of an apartment/suite may also determine community standards for an individual apartment/suite.

- a. Residential Community Standards must be voted upon during an advertised floor meeting at which $\frac{3}{4}$ of the residents of that floor (including the Resident Advisor) are present.
- b. Implementation of a Residential Community Standards is subject to the approval of the Resident Advisor of the floor and the Residence Hall Director of the building/complex.
- c. Residential Community Standards may not infringe upon the individual rights of any resident.
- d. Residential Community Standards may not violate any Residence Life or IIT policies.
- e. Certain policies may not be adjusted under the Residential Community Standards policy; for example, community bathrooms in MSV may only be used by persons of the gender for which that bathroom is designated.
- f. During finals week, 24-hour Quiet Hours are always in force and may not be adjusted by Residential Community Standards. (See [N1 | Noise](#) on page 77)
- g. Residence Life reserves the right to deny, change, or suspend any and all Residential Community Standards.

C4 | COMPUTERS

Residence Life supports/upholds all federal and state laws applicable to resident computer usage in cooperation with the Office of Technology Services. For more information, please visit: iit.edu/ots

C5 | CONFISCATED ITEMS

Residence Life reserves right to confiscate any items that violate and/or are used to violate any IIT/Residence Life Policies and/or state/federal law. In instances in which an item violates state/federal laws, Public Safety and/or Chicago Police may be involved.

Residence Life staff may also remove personal items left in common areas or items left in rooms outside of contract dates. Items confiscated by Residence Life may be stored at the discretion of Residence Life until the **first day of June each year**, after which, the items will be donated or disposed of.

In most cases, when an item is confiscated, the resident will receive a confiscation receipt, which they must supply along with identification to receive confiscated items. Upon having a confiscated item returned, the resident must provide sufficient proof that the item is being removed from Residence Life facilities. Residence Life reserves the right to withhold confiscated items until such a date that removal from campus can be guaranteed, for example the end of a Room and Board Contract. *Items such as alcohol that are involved in a policy violation will not be confiscated/stored, instead, residents will be required to dispose of the alcohol by pouring it down a drain while supervised by staff.*

Residence Life assumes no responsibility for the damage/loss of confiscated items.

C6 | COOKING

Residence Life encourages residents who choose to cook in the residence halls, to do so in a safe and responsible manner. Please see the following guidelines for cooking in the halls:

- a. Cooking should only occur in designated kitchen areas.
- b. Micro-fridges may only be used as approved.
- c. A microwave can be found in each floor lounge in MSV and in each kitchen in SSV.
- d. Residents in Gunsaulus and Carman may provide their own microwave, provided it is stored and used only in the kitchen area. (Only one (1) microwave is permitted per unit.) Apartments in SSV (including studios in SSV North and Middle and apartments in SSV South) include microwaves in the kitchen area.
- e. Hot pots and any other appliance with an exposed heating element are prohibited in MSV and SSV units without kitchens. These items are permitted only in units with kitchens and must only be stored and used in the kitchen area.
- f. There are two charcoal grills located in the MSV and GU courtyards. Residents using the grill must provide charcoal. There are six rooftop decks in the SSV complex. Use of charcoal/gas grills and any other cooking devices is strictly prohibited on rooftop decks. Grills and charcoal may not be used or stored within the residence halls.
- g. Residents should not leave appliances (while in-use) or cooking food unattended.
- h. Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters.

For more information on cooking and appliances in the residence halls, please see [Community Kitchens](#) on page 12 and [A2 | Appliances](#) on page 53.

D1 | DAMAGES AND CHARGES

Abuse of university property within the residence halls may result in expenses beyond funds allocated for regular repair and upkeep. The resident agrees to pay for any damages, lost property, or unnecessary service costs caused by the resident or the resident's guests/visitors, either due to accident, neglect, or intent to the residence rooms and common areas.

- a. **Apartment/Room/Suite Damages:** A resident is responsible for any damage or loss that occurs during the resident's occupancy. A resident retains occupancy of a room, suite, or apartment from the moment the key is picked up until the key is returned. (An SSV resident retains occupancy from the start date of their contract until the resident checks out.) (See [Check-In and Check-Out Forms and Procedures](#) on page 29) Any damage to room, suite, or apartment furniture, fixtures, and/or facilities will be billed to the person(s) responsible, or if the person(s) responsible cannot be identified, the charges will be divided equally among members of the room, suite, or apartment. (For more information, see [R4 | Room Condition Forms](#) on page 80)
- b. **Common Area Damages:** Lounges and other common areas (elevators, hallways, kitchens, restrooms, storage areas, stairwells, lobbies, etc.) are inventoried for damage prior to occupancy for the fall semester. Damage (e.g. furniture damage/loss, extensive housekeeping, or damage to building fixtures/surfaces, etc.) to common areas may be billed to the Student Accounts of members of the floor, building, or complex equally unless the person(s) responsible can be identified.

Residence Life assesses fees for reasons including, but not limited to the following:

- Damages/Cleaning Fees
- Disciplinary/Conduct Sanctions
- Early Arrival/Improper Check-In
- Late Departure/Improper Check-Out
- Lock-Outs
- Policy/Contract Violations

Fees assessed by Residence Life will be posted to the resident's Student Account and payment must be made through the Student Accounts Office. (See [Fee Assessment](#) on page 19)

Any resident who is assessed a fee by Residence Life will be notified by email. (See [O1 | Official Notification](#) on page 78) The email will specify the amount of and the reason(s) for the fee(s) being assessed. Instructions for submitting an appeal will be included, if applicable.

An outline of Damage Billing fees is available online at: web.iit.edu/rgl/maintenance

D2 | DISORDERLY CONDUCT

Disorderly conduct within or immediately surrounding the residence halls is not permitted. Individuals are in violation of the disorderly conduct policy when engaging in the following types of behavior, knowing or having reasonable grounds to know, that it will or potentially could tend to alarm, anger, harm, or disturb others, or provoke an assault or breach of peace. Please note that this is not an exhaustive list.

- a. Engage in brawling, fighting, or prank activities
- b. Use offensive, obscene, or abusive language (written or verbal), or engage in conduct that would reasonably tend to arouse alarm, anger, fear, or resentment in others
- c. Threaten, harass, sexually harass, or endanger the health, safety, or welfare of a member of the university community
- d. Conduct themselves in a disorderly manner so as to disturb or threaten the public peace, even without unlawful purpose
- e. Behavior such as public urination, “streaking”, “mooning”, “flashing”, or any other sexual act, indecent exposure, or display in a public area is prohibited
- f. Harassing or demeaning materials should not be posted outside of a common area door. Materials posted within a room, apartment, or suite must be approved by all residents of the room, apartment, or suite
- g. Unauthorized production of audio, video, or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to: residence hall rooms and restrooms. This includes the use of devices such as digital cameras, cell phones, Google Glass, iPads/tablets, etc. For safety reasons, Residence Life has security cameras installed in public areas.
- h. Laser pointers (or other types of commercially distributed concentrated source of light, excluding flashlights) may only be used for the intended purpose in presentations and programs within the residence halls. Misuse and inappropriate use include, but are not limited to: shining the light on a person coming in or out of a building or within a residence hall, pointing the light through a window, and/or using the laser pointer to threaten or intimidate.

D4 | DRUGS

Drug possession and use is strictly prohibited by Residence Life, and the following actions are prohibited:

- a. The use or possession of any illegal drug or controlled substance (including marijuana) in and around Residence Life facilities.
- b. Being present in a room or area where drugs are being used or possessed (all people present may be held responsible for the behavior and/or the objects in the area even if they are not engaging in drug use or possession of paraphernalia).
- c. The possession of any drug paraphernalia, including but not limited to bongos, 'blowtubes', pipes, and homemade devices.
- d. The use of Residence Life facilities to manufacture, process or distribute any drug, controlled substance, or drug paraphernalia.
- e. Improper use of prescription or "over-the-counter" drugs (such as Adderall, Oxycontin, etc.) is prohibited. This includes being in use or possession of prescription drugs prescribed to another person.
- f. Possession, use, or sale of narcotics or dangerous drugs and marijuana is prohibited. Violation of this rule is one of the [Serious Rule Violations](#) and offenders are subject to relevant legal action under Illinois statutes and Immediate Contract Termination.

A Resident found to be in possession, use, or sale of narcotics or dangerous drugs within and around Residence Life facilities, may have their Room and Board Contract terminated immediately and will be responsible for all cancellation terms of the contract. (See [Resident Responsibility for Contract Cancellation/Termination Costs](#) on page 46)

If you, or another student, are struggling with alcohol or drug abuse, please utilize Student Counseling Services for support. You can contact the Student Health and Wellness Center at (312) 567-5900 or visit: iit.edu/shwc

E1 | ELEVATOR USE

Elevator use is a daily occurrence for many residents and their guests. Residence Life employs countless measures to ensure that each elevator ride is safe. Residents and their guests play a major role in keeping elevators safe.

- a. Damage to elevators including, but not limited to pushing doors open, putting foreign objects in tracks, or otherwise obstructing the movement of elevator parts is prohibited.
- b. Overloading of the elevators is prohibited. Residents and their guests are expected to follow posted guidelines for weight limits and use good judgment when using elevators.
- c. Damage to elevator walls, ceilings, floors, buttons, etc. is prohibited. All costs associated with elevator damage/repair will be assessed to the responsible individual(s).
- d. General vandalism or littering within the elevators is prohibited.

E2 | EMAIL

All IIT, Shimer, and VanderCook students are provided with a university email address. This email address is intended for academic and/or social purposes and should not be used for commercial purposes and/or financial gain. (For more information, see [C1 | Canvassing, Peddling, or Solicitation](#) on page 55)

A resident who sends an email to or from a university email address, which violates any policy listed in the Residence Life Handbook or IIT Student Handbook, is in violation of said policy. (For more information on Residence Life communications, see [O1 | Official Notification](#) on page 77)

E3 | ENDANGERING BEHAVIOR

Physical abuse of any person or any action (or threat of action) that endangers, threatens to endanger or is reasonably likely to harm the health, safety, or mental well-being of any such person (including oneself).

E4 | ENTRY TO ROOM, SUITE, AND/OR APARTMENT

Entry to a resident's room, suite, or apartment is restricted to the resident(s) assigned to that space. Entry to a room, suite, or apartment by a non-Residence Life staff person not assigned to a particular room, suite, or apartment without receiving permission is prohibited.

Residence Life appreciates residents' desire for privacy and will do all it can to protect the privacy of individual residents. It is, however, occasionally necessary for Residence Life to exercise its contractual right to enter the rooms, suites, and/or apartments of residents. Residence Life staff members may enter a room only for job-related purposes and shall adhere to the policy of the department that entrance to residents' rooms by Residence Life staff is kept to a minimum to assure the occupants' privacy. Residence Life staff members will always announce themselves and allow residents the opportunity to grant access prior to keying-in for job-related purposes.

The room and/or apartment door should be locked for security purposes. Residence Life staff may allow other University staff members, including IIT Public Safety, to enter a room, suite, and/or apartment in an escorted manner for the purpose of contacting an individual in a residence hall room. Residence Life will not allow non-University staff access to apartments/suites/rooms, with the exception of contractors or other authorized maintenance personnel. The authority to enter a resident room is established under the following conditions:

- a. Residence Life staff may enter rooms or apartments to ensure the discontinuance of rule violations (this includes entering to turn off an alarm clock sounding without the resident being in the room, etc.). Residence Life staff may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, improper lofts, candles, etc.)
- b. If the resident(s) is/are absent from the room or apartment and Residence Life staff members have reason to believe that entry is necessary to investigate possible emergency situations endangering health or safety, the staff may enter WITHOUT NOTICE. (This includes shutting an open window in cases of high wind or cold conditions if members of the suite, apartment, or community complain.)
- c. University staff members, including Public Safety, may enter rooms or apartments without notice in the execution of a search warrant, when an emergency threatens health or safety, or with the consent of the occupant of the room.
- d. Residence Life staff may enter rooms or apartments with advance notice and at reasonable times, when possible, for necessary maintenance of areas, to remove unauthorized Residence Life property, for inspection to determine occupancy where there is a possibility the room has been vacated and for staff performance of routinely scheduled inspections. Residence Life is not obligated to provide advance notice for minor maintenance and repair activities for which a Work Order has been initiated.
- e. The vacating of a resident is considered to be advance notice to the roommate, suitemates, or apartment-mates that Residence Life will be entering the room to inspect and clean the vacated space.

Residence Life will not allow non-University staff access to a resident's room without written consent from the resident. This includes, but is not limited to:

- Parents/Guardians or other family members
- Friends or significant others (including spouses without a contractual right to enter)
- Guests
- Suitemates

Any concerns regarding room entry should be directed to the Residence Hall Director responsible for the building in which the concern is raised.

Please note that it is the policy of Residence Life that all staff, including custodians and contractors will lock an apartments or residence hall room door any time that they have entered the room, regardless of how the door was found (i.e. if a resident leaves their door unlocked and a staff member enters the room/apartment for an inspection, repair, etc. the staff member will lock the door upon exiting the room/apartment). A resident who is locked out of their room as a result will need to utilize the lockout procedure and is subject to any associated fees. (See [Lock-Outs](#) on page 22) The only exception to this portion of the policy is during scheduled Community Inspections (See C2 | Community Inspections on page 57).

F1 | FIRE SAFETY

Due to Residence Life's commitment to safety, we restrict items and behaviors that could compromise safety. Possession of an item on the following list is prohibited:

- a. Anything with an exposed heating element or open flame
- b. Anything hung from the ceiling, sprinkler, or sprinkler pipes
- c. Overloaded surge protectors
- d. Extension cords
- e. Firearms, fireworks, live ammunition, lighter fluid, or other combustible materials
- f. Microwaves (except in units with kitchen or as part of a MicroFridge from [Bedloft.com](https://www.bedloft.com))
- g. Deep fryers, hotplates, toasters/toaster ovens, waffle irons (except in units with kitchen)
- h. Pressure cookers or rice cookers with locking lids
- i. Space heaters, AC units (not provided by ORL), or other auxiliary heating/cooling devices
- j. Candle warmers/burners and potpourri pots
- k. Flammable liquids and fuels
- l. Candles, lanterns, incense, (burned or not) and any other item that has an open flame.
- m. Decorations of combustible nature, when hung from the ceiling or overhead structures
- n. Combustible vegetation (e.g. evergreen trees, logs with dried bark, or birch logs)
- o. Walls covered with paneling or flammable materials
- p. Ignited smoking materials
- q. Hookahs
- r. Halogen lamps, "octopus" or any lamp with soft plastic shades
- s. "Holiday", "twinkle", or "mini" lights
- t. Hammocks, placed in rooms, suites, or lounges
- u. Smoke or fog machines
- v. Waterbeds
- w. Motorized vehicles, unless authorized for use indoors by Disability Resources
- x. Treated lumber
- y. Grills, charcoal, propane, or starter fluid
- z. Soldering irons

Residents living in apartment units with kitchens may use approved small kitchen appliances provided they are stored and used only in the kitchen area. Residents living in the residence halls are also permitted to use certain small appliances, provided they are used safely. Residents are responsible for any damages caused by use or malfunction of these appliances. (For more information, see [A2 | Appliances](#) on page 53)

It is impossible to list all items that are potential fire hazards, but in general, candles, appliances rated over six amps (700 watts), items with exposed heating elements, items without an automatic shutoff, or items not UL (Underwriters Laboratory) certified are prohibited. Residence Life reserves the right to prohibit and/or remove any items determined to cause a safety or fire hazard. (Please see [C5 | Confiscated Items](#) on page 58)

F2 | FIRE FIGHTING AND PREVENTION

Setting fires in and around the residence halls is prohibited (except in university-provided barbecue grills). Violations of this rule include setting fire to items on a room/suite/apartment door, bulletin board, and apartments; fires caused by a lit candle or cigarette, or any other flammable material in the halls. Placing false fire alarms or otherwise causing the fire alarm to be activated in a non-emergency endangers other students, staff, and Chicago Fire Department officials. This behavior is one of the [Serious Rule Violations](#) and offenders are subject to relevant legal action under Illinois statutes and immediate Contract Termination.

- a. All residents and guests are required to participate in all fire/tornado drills/evacuations for which they are present.
- b. Disconnecting, covering, or tampering with a fire sprinkler, a smoke or fire detector unit, or 'screamer box' is prohibited; this is one of the [Serious Rule Violations](#) and offenders are subject to relevant legal action and/or immediate Contract Termination.
- c. Residents should immediately notify Residence Life if a smoke detector unit is not in operating condition by submitting a Maintenance Request. Removing a battery, covering, or otherwise rendering a detector inoperable is not permitted.
- d. Placing false fire alarms, interfering with the fire alarm system, with firefighters, or with fire-fighting equipment is one of the [Serious Rule Violations](#) and offenders are subject to relevant legal actions under Illinois statutes and immediate Contract Termination.
- e. Discharging a fire extinguisher unnecessarily (when there is no fire), stealing or taking a fire extinguisher are all considered to be one of the [Serious Rule Violations](#) and offenders are subject to relevant legal action and/or immediate Contract Termination.
- f. Suspending items from sprinkler heads, light fixtures, or pipes/vents is prohibited.
- g. Responsible use of all residence hall appliances (i.e. microwaves, stoves, washers, dryers, etc.) is required. Misuse of residence hall appliances, such as unattended cooking or overcooking of food, and overloading of washers and dryers, can result in damage to the machines as well as create safety hazards for residents (i.e. fires or flooding of common areas). Residents found to have misused a residence hall appliance will be held financially responsible for any damages incurred.
- h. Tampering with residence hall lights or light bulbs is prohibited. If a light is out or has to be changed submit a Maintenance Request. (See [Maintenance Requests](#) on page 24)
- i. Residents should start to immediately evacuate in the event of a fire alarm.

F3 | FURNITURE AND STORAGE

- a. **Residence Hall Room Furnishings:** Residents may not remove or permanently alter any room furnishings such as dressers, desks, mattress, etc. Residents may not replace, alter, or remove any light or plumbing fixtures. Screens must remain in windows at all times. Residents will be charged for repair or reassembly of damaged or dismantled furniture, fixtures, or screens. For safety reasons, to preserve the condition of the furniture and avoid any fines, do not stack beds on dressers, desks, bookshelves, windowsills, etc. Beds may only be bunked or lofted (See [Lofts](#) on page 22). Waterbeds and non-University issued beds are not allowed in the residence halls.

Residents requiring special or medically necessary accommodations should contact the IIT Center for Disability Resources (CDR). Unless approved by Residence Life, residents providing their own furniture must store all university provided furniture within their assigned room/apartment. Residents must, if asked or required by university staff, remove any unapproved furniture within the timeframe given.

- b. **Common Area Furnishings:** University-owned furniture must remain in the rooms and/or areas in which it has been placed by university staff. Lobby, lounge, or basement furniture/fixtures and other University property are not permitted in resident rooms. A charge of \$50 per day may be assessed for the unauthorized possession of such furniture. Personal belongings cannot be left in any common area of the University; items left in public spaces will be donated or disposed of.

Common area items, such as plants, trees, decorations, and furniture, are for the enjoyment of all residents. Residents may be held financially responsible for damage to, or modifications of, the furniture/fixtures caused by the resident or the resident's guest(s)/visitor(s). IIT officials reserve the right to search all resident rooms for missing property. Advance notice will be given when appropriate (See [E4 | Entry to Room, Suite, and/or Apartment](#) on page 63)

- c. **Storage:** Residence Life does not provide additional storage space for residents. Storage of personal property in common areas is strictly prohibited, including but not limited to, bikes, entryway doormats, class and project materials, plants, fish tanks, etc. IIT will remove these items and assess appropriate removal fees to the community and or resident(s). (Please see [D1 | Damages and Charges](#) on page 59) IIT assumes no responsibility or liability for the personal property of residents. *Residents in extenuating circumstances may contact Residence Life for information on storing their belongings, if space is available.* (Please see [Summer Storage](#) on page 32)

G1 | GAMBLING

Gambling, including online gambling, betting on athletic events, or the possession of gambling devices where winnings involve cash exchange in Residence Life facilities is prohibited.

G2 | GUESTS AND VISITORS

Residence Life welcomes residents to host guests and/or visitors within the residence halls. Guests and Visitors are subject to all Residence Life and IIT policies, violations of any of these policies may result in the loss of host/guest/visitor privileges. A resident host is responsible for informing their guests/visitors of all IIT and/or Residence Life rules, regulations, and policies.

- A **Resident Host** is a student within the building in which the resident is assigned. Only Resident Hosts are allowed to host guests/visitors.
 - A **Guest** is a student who resides in any IIT residence hall and/or is a member of Omega Delta or Zeta Pi Omega, but is visiting within a residence hall other than the one to which he or she is assigned.
 - A **Visitor** is a person who does not live in any IIT residence hall nor is a member of Omega Delta or Zeta Pi Omega.
 - The Community Desk Assistant at the residence hall entrance registers a Guest/Visitor when the guest/visitor is accompanied by their Resident Host.
 - Being a Resident Host, Guest, or Visitor is a privilege, which may be revoked for any and all hosts/guests/visitors at the discretion of Residence Life.
- a. A Resident Host is responsible for the actions of the resident's guests/visitors and may be subject to disciplinary action and/or held financially and/or contractually liable for any damages caused by the resident's guests/visitors, even if the Resident Host is not with their guests/visitors at the time of the incident, provided the guest/visitor is currently registered under that resident.
 - b. A Resident who is a Guest in another residence hall may also be subject to disciplinary action for policy violations committed by the Guest and/or their Resident Host.
 - c. A Guest/Visitor must be accompanied/escorted by their Resident Host at all times.
 - d. All Residence Life residents may access all residence halls between 8AM- 12AM. Between 12AM-8AM a resident visiting within a residence hall other than the residence hall to which the resident is assigned is considered a Guest and must be accompanied by a Resident Host.
 - e. Any Guest who enters a residence hall to which they are not assigned before 12AM but who plans/happens to stay past 12AM must register with a Resident Host in order to remain in the residence hall.
 - f. A Resident Host may register Guest(s)/Visitor(s) at any time of the day, provided that the Guest(s)/Visitor(s) and Resident Host are present.
 - g. A Member of Omega Delta and/or Zeta Pi Omega is considered a Guest between 12AM- 8AM in any residence hall, except for MSV or a hall to which they are assigned.
 - h. Any person who is not a resident of any IIT residence hall is considered a Visitor. Visitors must be accompanied by a Resident Host at all times while within the residence halls.
 - i. A Resident may host guests/visitors in the residence hall to which they are assigned.
 - j. A Resident may host up to 3 guests/visitors at a time. (See [R3 | Room Capacity](#) on p. 80)

- k. A Resident may host overnight guests/visitors no more than 3 nights in a 14-day period, whether one guest/visitor or multiple.
- l. An overnight Guest/Visitor may be hosted no more than 3 nights in a 14-day period, whether one resident host or multiple.
- m. An overnight Guest/Visitor is anyone who enters and/or remains in a residence hall to which they are not currently assigned between 2AM-6AM.
- n. A Guest/Visitor is not permitted to stay overnight unless that Guest/Visitor is sleeping in the room to which their Resident Host is assigned, and said host is present in that room.
- o. A Resident Host/Guest/Visitor who exceeds the overnight guest/visitor limit may face disciplinary action, including loss of host/guest/visitor privileges.
- p. In McCormick Student Village, guests/visitors must use only those bathrooms designated for use by individuals of the gender with which they identify.
- q. A Resident Host must have a valid IIT ID in order to register/escort a Guest/Visitor.
- r. All Guests and Visitors must have proper identification in order to be registered. Proper identification includes: passport, driver's license, state/military ID, other government issued ID, or a current IIT/partner institution ID. (See [11 | Identification](#) on page 73)
 - i. Guests and Visitors without proper ID may not enter the residence halls.
 - ii. A Visitor under the age of 16 may be exempt from showing an ID, but must provide contact information of their parent/guardian upon being registered.
- s. Upon being registered, a guest/visitor is given a guest/visitor badge, which that guest/visitor should carry at all times while within the residence hall. This badge must be produced and/or forfeited upon request by Public Safety or IIT Staff (including Resident Advisors).
- t. A Guest/Visitor must sign-out upon leaving the residence hall in which they are hosted by notifying the Community Desk Assistant and returning their Guest/Visitor badge.
- u. *A Guest/Visitor returning to the residence hall in which they are being hosted within 30 minutes may return without reregistering, provided they do the following: (a) The Guest/Visitor must notify the Community Desk Assistant (CDA) upon exiting; (b) the Guest/Visitor must leave the guest/visitor badge with the CDA; (c) the Guest/Visitor must return within 30 minutes; and (d) the Guest/Visitor must be accompanied/escorted by their original Resident Host upon returning to the residence hall.*

The Guests and Visitors policy allows for 24-hour visitation on all floors in the residence halls. Floor communities may, by majority vote, choose to restrict these hours. (See [C3 | Residential Community Standards](#) on page 56) Roommates, suitemates, and/or apartment-mates may choose to restrict these hours within their assigned room/suite/apartment by completing a Roommate Agreement; Guests/Visitors must comply with any stipulations of such an agreement.

Any resident/guest/visitor present in a room where a violation of Residence Life and/or IIT policies is discovered, may, at the discretion of Residence Life staff, have their host/guest/visitor privileges immediately and temporarily suspended prior to a conduct hearing.

H1 | HARASSMENT

Illinois Tech does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, services, or in the educational programs or activities it operates.

Harassment, whether verbal, physical, electronic or visual, which is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive to be an intimidating, hostile or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. (For more information about sexual harassment and sexual misconduct, please see Article III, Sections E, M and N, respectively in the Student Handbook.

Examples of discrimination and harassment may include, but are not limited to:

- Teasing or practical jokes directed at a person based on the person's protected status;
- Jokes or epithets about a person's protected status or about sex or gender specific traits;
- Displaying or circulating written materials or pictures that degrade a person or group;
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group;
- Suggestive comments, insults, or sexual propositions; and
- Electronic or written media including any of the above.

For additional information on IIT's Harassment policies, please view the IIT Student Handbook online at: iit.edu/student_affairs/handbook

H2 | HAZING

Residence Life takes hazing and allegations of hazing seriously, as such, residents, and guests found in violation of this and all other university policies related to hazing will be referred to the Residence Life Conduct Process and/or the Student Conduct Process. Residents found responsible for hazing may also be subject to relevant state or federal laws.

Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off Illinois Tech premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, admission to, or as a condition for continued membership in a group, team, or other organization, regardless of an individual's willingness or consent to participate. To be clear, Illinois Tech may hold individuals as well as groups of students and student organizations responsible for hazing.

As a practical matter, if a successful and sustainable team or organization is being created and the values and purpose of the organization are being upheld, chances are the organization will not have to worry about whether or not an activity is hazing. Hazing leads to dysfunction within the organization and is ineffective at creating teamwork, respect, and unity, and it is an unproductive and hazardous custom that is forbidden by the University.

All IIT students, faculty, and staff have a responsibility to immediately report any questionable activities to the Dean of Students, Residence Life, and/or the Department of Public Safety.

For the full IIT Hazing Policy please see: iit.edu/student_affairs/handbook

H3 | HEATING AND AIR CONDITIONING

Once heating season begins and heat is on, residents should adjust the temperature and fan settings to achieve the desired climate. (For more information on residence hall climate control systems, please see [Heating and Cooling](#) on page 21) Residents of McCormick Student Village should not turn off the heating unit in the room and/or leave windows open.

- a. Covering the heating units and/or vents with paper, cardboard, linen, etc. is strictly prohibited. Covering the vents poses a potential fire hazard.
- b. Turning off heating units and/or leaving windows open may cause heating coil pipes to freeze and rupture, residents will be held financially responsible for any damages (including, but not limited to: custodial cleanup, replacement or repair to the heating unit, carpet cleaning/replacement, and furniture replacement) caused by burst pipes if it is determined that damages were caused by residents, through intention or negligence.
- c. A resident may not install auxiliary heating or cooling devices, including, but not limited to: space heaters, heat lamps, window air conditioners, or spot coolers.
- d. Residents of Fowler, CH, and GU are provided with a spot cooler installed by Residence Life staff; spot coolers must remain in the unit in which they are installed for the duration of the calendar year.
- e. Spot coolers may not be removed or transferred without written approval from the Operations Manager.

A resident experiencing heating/cooling concerns in their room or hall should enter a Maintenance Request. (For more information, please see [Maintenance Requests](#) on page 24)

I1 | IDENTIFICATION

The HawkCard is your picture identification card given to you by the Illinois Institute of Technology through Access Card and Parking Services. It not only serves as your ID but also gives you access to MSV, SSV, GU, or CH, parking lots, computer labs, Keating Hall athletic facilities, shuttle bus, library equipment, meals in IIT dining facilities, and TechCash balances.

- a. Residents have the responsibility to carry their HawkCard (University ID) with them at all times and to show their HawkCard to IIT Staff or IIT Public Safety as requested.
- b. Residents must demonstrate proof of Residence Life residency at the request of any University officer acting within the guidelines of their employment. A University ID is the only acceptable proof of residency at the entrances to Residence Life buildings or events.
- c. Guests will be allowed access to the residence halls only when they are accompanied by a resident, have shown proper ID and have been registered as a guest. If a proper ID is not presented by the guest, access will be denied.
- d. University IDs are nontransferable. Residents may not allow anyone to use their ID to gain entrance to Residence Life buildings. Residents may not be signed in by another resident if they fail to show proof of residency. If a resident does not have an ID with them when asked to show their identification and/or “tap-in”, Residence Life reserves the right to verify information on their driver’s license or picture ID.
- e. Failure to provide proof of identity may restrict a resident from service or entrance.
- f. Residents/guests may not present as valid, falsify, alter, duplicate, or request the unauthorized falsification, alteration or duplication of a University ID. This includes permitting another person to wrongly use the ID with the intent to obtain University services, privileges, or goods.
- g. Acceptable identification for guests includes IIT, VanderCook, Shimer, or Stuart University ID, military ID, driver’s license, passport, state ID, or any other official government picture identification. If a guest/visitor is 16 years and older, they need to show some form of acceptable identification.
- h. Any University official may confiscate false, altered, or duplicate University IDs used in violations of this contract or any other University rule. Situations in which a resident or guest is in possession of a false ID may be referred to IIT Public Safety.
- i. Residents and their guests may not give false or misleading information or fail to give proper identification to representatives of the University acting within the guidelines of their employment. Impersonating another person (including staff) is prohibited.

K1 | KEYS AND ACCESS

- a. **Keys:** Residents of MSV, GU, and CH are provided one (1) key for their assigned room and one (1) key for their assigned mailbox. Residents of SSV are provided one (1) key for their assigned mailbox. *Mailbox keys must be obtained from the MTCC Post Office.* Lost or unreturned mailbox keys will result in a \$35 replacement fee assessed to the student account. In SSV, the HawkCard functions as a room key. These keys are the property of IIT and are loaned to the resident only as long as the resident may rightfully occupy their assigned residence hall room. Assigned keys may not be delivered, surrendered, or otherwise relinquished to another person without written permission of Residence Life. Keys cannot be duplicated or modified. Residents who lose or fail to return their room/apartment keys may be assessed a lock change and a key replacement fee per key. Residents may not modify, remove, or supplement university locks and may not use realtor key boxes or similar.

Unauthorized possession, duplication, or modification of keys may result in prosecution.

The resident must return all appropriate keys to Residence Life and/or the MTCC Post Office immediately upon termination of contract or upon receiving a reasonable request to do so from an IIT staff member. Violations of any provision of this policy including, but not limited to, failure to return keys to IIT because of theft or loss, will result in a lock-change fee and may be grounds for declaring the resident in breach of the Room and Board Contract and/or additional disciplinary action.

A resident whose keys are stolen, must submit a copy of the related police report in order to have a lock-change fee reversed and/or removed from their student account.

- b. **Access:** The HawkCard issued to the resident allows entry into the residence halls only so long as the resident may rightfully occupy the residence hall room to which the resident was assigned. Residents may not lend their HawkCard to any other person. Unauthorized use of a HawkCard will result in disciplinary action.

Each resident has access to MSV, SSV, CH, and GU, through their HawkCard. Your HawkCard is the identification card issued to each student by Access Card and Parking Services (ACaPS). This card also acts as the meal pass for all meal options at IIT. Residents of MSV, SSV, CH, and GU have access to all residence halls between 8:00AM and 12:00PM. Upon entrance, all residents must tap their ID at the card reader on the front desk. If an incident occurs which compromises the safety and well-being of the residents of any complex due to this policy, residents will only be given access to their complex. All visitors must be signed in (See G2 | [Guests and Visitors](#) on page 68). Unauthorized access to any areas in the residence halls is strictly prohibited.

Residents must carry their HawkCard at all times to enter the residence halls and/or use their meal plan. Residents who cannot show a valid ID may be denied access to the building and will be unable to use their meal plan. Lost or broken HawkCards must be

reported to ACaPS immediately and be replaced within one business day of being reported as lost or damaged. A replacement fee will be charged for all lost, stolen, or damaged HawkCards. ACaPS *may* replace malfunctioning cards at no cost.

Upon request, residents are required to show a HawkCard to IIT staff acting in an official capacity. This includes, but is not limited to, professional and student staff in Residence Life and Public Safety.

To ensure a safe community environment for all residents and their guests/visitors, Residence Life enforces the following Community Desk procedures:

- Upon entering a residence hall, all residents and guests are required to scan their IIT ID at the front desk. Visitors must show their visitor badge after being registered.
- All Guests and Visitors must be registered by a Resident Host, as outlined in [G2 | Guests and Visitors](#) on page 68.
- If a resident does not have their HawkCard, the Community Desk Assistant must manually verify their residency in the database. The resident must provide their Campus Wide ID number.

If a resident reports their HawkCard lost, stolen, or damaged between 8:30AM and 5PM Monday through Friday, that resident will be sent to Access Card and Parking Services for a new HawkCard. There is a charge for a replacement HawkCard. Outside of these hours, a resident may be issued a temporary ID card by Residence Life staff at no cost, provided it is returned on the next business day.

L1 | LAW VIOLATIONS

Violation of any local, state, or federal law within Residence Life buildings or sponsored events is prohibited. Residents/guests/visitors who violate such laws are subject to arrest and/or prosecution.

M1 | MENTAL HEALTH Resources

Residence Life is committed to maintaining the physical and emotional wellbeing of residents. Residence Life staff members (sometimes assisted by IIT Public Safety) may perform wellness checks if a parent, friend or other community member expresses concerns for a resident's wellbeing or safety.

The Student Health and Wellness Center (SHWC) provides free confidential counseling services for students. If you, or another student, are experiencing a mental health concern **during business hours**, please contact the SHWC at [312.567.7550](tel:312.567.7550) or visit: iit.edu/shwc. The SHWC is located at IIT Tower 10 West 35th Streets, 3rd floor, Chicago, IL 60616 (Mies Campus). Students may call or walk-in at any time during normal business hours. *For mental health emergencies, such as immediate threat to self and others, please contact 911 directly.*

During non-business hours, including weekends, you have several options for crisis and emergency situations. All of these options are available 24 hours per day, every day of the week, including holidays.

- **Aetna Student Health Insurance Crisis Line**
Available to all students, regardless of insurance plan.
1.877.351.7889
- **National Suicide Prevention Lifeline**
1.800.273.8255
- **IIT's Public Safety Department**
1.312.808.6363 (available 24 hours a day)
- **Chicago Rape Crisis Hotline**
1.888.293.2080
- **Resilience (24 hour Confidential Advisor services)**
The Resilience has the ability to provide emergency and ongoing support to students who have experienced sexual misconduct.
180 N Michigan Avenue, Suite 600, Chicago, Illinois 60601
773-907-1062
- **Hazeldon Substance Abuse Recovery**
1.800.257.7810
- **City of Chicago Emergency**
911

For emergencies you can also go to an emergency room at a local hospital.

N1 | NOISE

The realities of community living dictate that individuals respect community needs for the moderation of noise. Residence Life encourages residents to confront one another when noise is infringing on an individual's right to an environment conducive to sleep and studying. Residence Life staff members may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve communities conducive to learning within the residence halls. Every resident has the right to request quiet from any other resident and/or that resident's guests/visitors. When trying to estimate noise, residents are encouraged to think in terms of maintaining a level that would allow a neighbor to sleep or study undisturbed at any time.

Residence Life suggests that residents limit the size of sound equipment and use headphones whenever possible. Residence Life may require the removal of, at the expense of the resident, sound equipment that causes disturbances.

- a. Official Quiet Hours suitable for undisturbed study or sleep are 10:00PM until 8:00AM Sunday through Thursday and 12:00AM (midnight) until 10:00AM Friday and Saturday.
- b. Courtesy quiet hours are in effect 24 hours a day.
- c. During Final Exam Week (beginning on the day prior to the start of exams and ending on the day after the end of exams) 24-hour Quiet Hours are in effect.
- d. Each community will have the opportunity to create their own quiet hours by majority vote provided that quiet hours are not be adjusted during finals week. (See [C3 | Residential Community Standards](#) on page 57)
- e. Each resident and their guest(s)/visitor(s) must show reasonable concern for the rights of roommates, suitemates, other residents, and their guests.
- f. During quiet hours, stereos, radios, televisions, musical instruments, etc., may not be played at a level that demonstrates a lack of consideration for the rights of others, including the off-campus community.
- g. Yelling or using "bull-horns" (or any other loud noise) directed outside the windows is an incredible nuisance for all community members, and is strictly prohibited.
- h. Stereo bass has a unique ability to travel through room walls; even if the overall noise level is relatively low. Residents are encouraged to check with their surrounding community members if concern exists about noise level or bass. As in other violations of the noise policy, Residence Life may remove sound equipment if stereo bass is negatively impacting the community.
- i. Amplifiers are not permitted in the residence halls (except for VanderCook students, with approval from Residence Life).
- j. Residents are responsible for excessive noise caused by their guests.
- k. All residents and guests/visitors in a room/area where the noise policy is being violated will be held responsible for the behavior, even if they are not being loud. Therefore, if a resident is in an area where others are violating the noise policy, the resident should immediately confront the behavior, and/or leave and report the incident.

O1 | OFFICIAL NOTIFICATION

Residence Life will provide residents with information regarding amendments to policies and procedures, upcoming events, planned maintenance projects, important deadlines, contract information, and the Conduct Process. This information will be communicated via university-issued email addresses (those addresses ending in @hawk.iit.edu, @iit.edu, or @vandercook.edu), posted notices in common areas, floor meetings, media boards, or door-to-door contact. It is the responsibility of the resident to stay informed about important information related to the residence halls. Residents are obligated to respond to all official notification and meet the deadlines included therein. (For example, many emails related to the Student Conduct Process require a response within three (3) business days.)

P1 | PARKING

Campus parking is managed by Access Card and Parking Services (ACaPS); residents, guests, and visitors are expected to follow all policies related to parking on campus. On official Move-In and Move-Out Days certain parking spots are allocated for use while moving; pay attention to posted notices. For more information, please visit: web.iit.edu/acaps

P2 | PETS

Pets or other animals are not allowed in residence halls, even for visits. Service Animals are not considered pets and are allowed. Emotional Support Animals that have been approved as an accommodation by the Center for Disability Resources are also allowed in the residence halls. (For more information, see [Service Dogs and Assistance Animals](#) on page 41) The only exception is fish, maintained to meet acceptable health standards in an aquarium or fishbowl (tank must be 10 gallons or smaller and may be subject to approval by ORL staff). Residence Life is not responsible for any loss to personal items (including animals) due to interruption of service (e.g. electricity or heat). Residence Life reserves the right to remove pets at the expense of the resident.

R1 | RESPECT

Residents are expected to respect all IIT community members, including faculty, staff, contracted employees, fellow students, and themselves. All facilities of IIT will be treated with respect. Any resident, guest, or visitor who causes a disturbance in the IIT facilities or disrespects the members of the IIT community may face disciplinary action.

R2 | RESPONSIBILITY

Residence Life encourages residents and guests/visitors to take responsibility for their actions, additionally a resident is responsible for the actions of their guests/visitors. Residents are responsible for contractual obligations outlined in the Room and Board Contract.

- a. Each resident is financially and contractually responsible for their actions and those of their guest(s) in Residence Life buildings or at sponsored events/activities.
- b. Each resident is responsible for all events in their room or common suite/apartment area (including shared bathrooms, hallways, or kitchens if no member of the suite/apartment claims or is found responsible; even if that resident is not present.)
- c. If a resident's guest/visitor violates any regulation, the resident may be held financially and contractually responsible for the guest's conduct.
- d. Residents assume responsibility for a guest who is checked-in under their name, whether they are with them at the time of a policy violation or not.
- e. Hosts must escort their guests at all times, including entering and exiting residence halls.
- f. All items borrowed from a community desk must be returned in a timely manner.
- g. Residents are required to respond or report upon request to relevant Residence Life Staff in response to contractual concerns or Incident Reports as directed.
- h. Residents and their guests are expected to comply with any reasonable request of Residence Life or IIT staff (including presenting ID and not leaving the scene of a policy violation when staff are resolving and documenting the incident).
- i. Residents are expected to complete all sanctions assigned to them as part of the Student Conduct Process. Failure to complete an assigned sanction may result in further charges and sanctions including relevant Contract Action.
- j. Each resident is permitted to occupy space only in the unit to which they are assigned.
- k. A resident whose contract is terminated (whether voluntarily or involuntarily) is obligated to return the room key and remove all items from the room as instructed. Items left in a room, suite, or apartment after the vacate date are not the responsibility of Residence Life. In certain cases, items may be packed up and stored by Residence Life until the first day of June each year (charges may be assessed to the resident). Items not retrieved by that date may be donated or disposed of.
- l. Attempts to interfere with a staff member attempting to resolve a policy violation or deal with an emergency situation is considered noncompliance.
- m. Residents/guests/visitors are expected to cooperate with and may not knowingly give false information to a university representative acting within their scope employment.
- n. Residents are prohibited from granting banned guests access to the residence halls.
- o. Residence Life uses multiple methods to inform residents of their rights and responsibilities regarding the Rules and Regulations, including the Residence Life Handbook, floor meetings, handouts, flyers, etc. Ultimately, each resident is expected to understand and abide by these Rules and Regulations. Questions about any of the policies listed should be directed to a member of Residence Life staff.

R3 | ROOM CAPACITY

Residence Life has established a maximum occupancy and maximum capacity for each room type within the residence halls based on Chicago Fire Codes. Additionally, a resident may only host up to three (3) guests or visitors. (See [G2 | Guests and Visitors](#) on page 68) A resident may only host guests/visitors in the room in which they are assigned.

Examples of maximum resident and guest occupancy include:

- MSV Single: 1 resident + 3 guests = **4**
- MSV Double: 2 residents + 6 guests = **8**
- SSV Single/Studio: 1 resident + 3 guests = **4**
- SSV Double/2Bed: 2 residents + 6 guests = **8**
- SSV 3-Bed: 3 residents + 9 guests = **12**
- GU Studio: 2 residents + 6 guests = **8**
- GU 1-Bed: 2 residents + 6 guests = **8**
- GU 2-Bed: 4 residents + 12 guests = **16**
- CH Studio: 2 residents + 6 guests = **8**
- CH 1-bed/Den: 4 residents + 12 guests = **16**

The information listed above denotes the maximum capacity allowed in the rooms indicated. However, if, in the opinion of Residence Life staff or another IIT official, the number of people entering or occupying a room exceeds a reasonable number and/or causes a disturbance to the community, the Residence Life staff or other IIT official may disband any and all individuals gathered in a room.

Any resident/guest/visitor present in a room where a violation of Residence Life and/or IIT policies is discovered, may, at the discretion of Residence Life staff, have their host/guest/visitor privileges immediately and temporarily suspended prior to a hearing.

R4 | ROOM CONDITION FORMS

Room Condition Forms (RCFs) are used to verify the condition of a room prior to the arrival of the resident(s) assigned to that space and upon departure of the resident(s). Each resident is responsible for completing the “Resident Inspection” portion of the RCF upon checking in and submitting the form within 48 hours. Room Condition Forms are accessed online, at: web.iit.edu/rgl/maintenance It is the resident’s responsibility to verify the items noted on the “Initial Staff Inspection” portion of the RCF and to record any discrepancies before submitting the RCF. Residents must report necessary repairs, if noted, by submitting a Maintenance Request. (See [Maintenance Requests](#) on page 24) Upon checking out, Residence Life staff uses the Initial Staff and Resident Inspections to verify the condition of the room.

- a. Failure to complete and submit an RCF by the deadline indicated will result in the Resident Inspection being autocompleted with the conditions indicated by staff.
- b. Residence Life reserves the right to verify damages recorded in the “Resident Inspection” portion of an RCF that were not recorded in the “Initial Staff Inspection”.
- c. Any damages not recorded in either the “Initial Staff Inspection” or “Resident Inspection” portion of the RCF but recorded in the “Final Staff Inspection” portion may be assessed to the resident(s) of the room. (See [D1 | Damages and Charges](#) on page 59)

R5 | ROOM AND SUITE/APARTMENT CARE

These policies were established to prevent the actions of residents or groups from placing their lives, welfare, or personal property, and that of others in jeopardy. These policies minimize the chance of personal hazards while maintaining the facility and permitting ample options for creativity in how a resident uses their assigned room.

- a. Residents are responsible for the physical cleanliness and safety of their room, suite, or apartment (including bathrooms, kitchens, etc. in apartments and suites) and must periodically clean, dispose of waste, and otherwise maintain the sanitation and safety conditions of their room, suite, or apartment (this includes the bathroom, kitchen, or other common areas of the suite or apartment); residents are expected to recycle materials by placing them in the proper compartment of recycling containers.
- b. Alteration of the physical structure of the room/suite/apartment is prohibited. Any such alterations will be removed and the cost of the removal and/or the repairs will be assessed to the resident(s) responsible.
- c. No construction, decoration, or arrangement of furniture shall be introduced that creates an unsafe condition, blocks the door, or prohibits safe exit. (Please see [B1 | Beds and Lofts](#) on page 55 for specific information about positioning beds and lofts.) *If the room is built in such a way that causes issues for following the specific guidelines regarding bed/loft placement, please speak to a Residence Life staff member.*
- d. All electrical cords must have UL listing and be used in a manner that does not pose a safety hazard (e.g. under rugs, more than one cord per socket, etc.).
- e. Extension cords are not permitted. Surge protectors should be used in their place.
- f. Taping objects to walls/furniture is not recommended. Any resulting damage is the responsibility of the resident.

R6 | ROOMMATE, SUITEMATE, AND/OR COMMUNITY CONFLICT

Kind, direct communication between people in conflict is the first step to resolution. If members of a community (whether in a room, an apartment, a floor, a building, or a complex) are unable to resolve a conflict on their own, they are encouraged to first contact their Resident Advisor. The RA may offer to mediate the conflict or refer it to a relevant administrator. Conflict mediation can include staff-guided (written) roommate or community agreement. If the conflict cannot be resolved, or if a member participating in the agreement violates its terms, the administrator may require an Administrative Room Change and possible Contract Action for one or all involved parties. Residents are encouraged to establish an agreement with all members of their immediate community (within the room and suite/apartment) related to items such as room cleanliness sharing of personal items, study and sleep schedules, and guests, etc. Residents can ask their RA for assistance in this process.

S1 | SAFETY AND SECURITY

Residents and their guests/visitors are required to comply with safety and security procedures.

- a. Report to a Resident Assistant or other university staff any incidents or situations that could have an effect on the health, safety, and security of residents or guests.
- b. Residents who knowingly allow policy violation(s) to take place in the residence halls (although not specifically involved) may be held responsible for said policy violations.
- c. Residents should ALWAYS lock room and apartment doors. Residents may not tamper with locked doors, admit unauthorized persons into residence halls, rooms, suites, or apartments, duplicate or alter keys, or lend keys to anyone.
- d. Residents are expected to carry their room key and/or IDs at all times. If a resident is locked out of their room, they must contact a Resident Advisor through the front desk to regain access to their room. Residents will be allowed one courtesy lockout each semester. Each additional lockout is \$5.00. The fee will be added to the resident's student account. (See [D1 | Damages and Charges](#) on page 59)
- e. Tampering with doors (room, suite, apartment, stairwell, lounge, elevator, emergency exit doors, etc.) presents a safety risk and is prohibited.
- f. Improper use of public and community restrooms is prohibited. Men entering a restroom labeled for women or women entering a restroom labeled for men will not be tolerated. Guest bathrooms are available in MSV outside of South Hall (for women) and outside of Lewis Hall (for men or women).
- g. Residents should ALWAYS identify visitors before opening room and apartment doors.
- h. Residents (or guests/visitors) may not tamper with or remove windows or screens, place objects on or hang them from window ledges, or drop/throw objects out of windows. Objects hung out of the windows or set on ledges can easily fall and cause harm to those below. The accidental or intentional throwing, dropping and/or falling of any objects out of a window or off the window ledge and/or items placed on the window ledge; and/ or removal of screen is one of the [Serious Rule Violations](#).
- i. No person may climb into, out of, or on University buildings or maintenance facilities or walk upon the roof of university buildings; except when emergency access to a fire escape is necessary, or for required maintenance, or when authorized by a university administrator. Please note that this is one of the [Serious Rule Violations](#).
- j. Tampering with security cameras is a major security risk. Individuals who damage security cameras are subject to Contract Action and repayment of repair costs.
- k. Trash chutes (In SSV, CH, and GU) are for purposes of disposing of trash only. Disposing of loft pieces or other large items can create very unsafe conditions.
- l. Tools that are used in a manner that causes damage to residential facilities, another person, or person's property; or that require significant electricity, are considered "high-voltage," or otherwise disrupt the safety/security of the community are prohibited.
- m. Exiting through emergency exits when an evacuation is not in progress is prohibited.
- n. Any homemade constructions, including the placement of tension rods between two building surfaces (other than such items used as intended by the manufacturer to hold curtains) that could cause a potential safety risk, or are deemed dangerous or inappropriate by Residence Life staff are prohibited.

S2 | SEXUAL HARASSMENT/MISCONDUCT

Illinois Tech is committed to ensuring an environment for all members of its community that is fair, humane, and respectful - an environment which supports and rewards student, faculty and staff performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to student, faculty or staff performance damage this environment. Therefore, Illinois Tech strives to provide for its students, faculty and staff an educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state and federal law. Sexual advances, requests for sexual favors or sexually-directed remarks constitute harassment when either:

1. Submission to such conduct is used or threatened to be used as the basis for academic or employment decisions; or
2. Such conduct directed against an individual persists despite its rejection.

Sexual harassment by any member of the Illinois Tech community is prohibited. This prohibition includes peer harassment among students, staff or faculty. Sexual harassment by a faculty member or teaching assistant of a student over whom he or she has authority or by a supervisor of a member of the faculty or staff is particularly serious. Such conduct may easily create an intimidating, hostile or offensive environment.

Sexual harassment can take many forms. Some of these are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer or reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for a complaint. Other forms of sexual harassment include sexual advances, physical or verbal, that are repeated and unwanted. Sexual misconduct is a form of sexual harassment.

As set forth in the Code of Conduct in this Student Handbook, Illinois Tech prohibits acts of sexual misconduct, which includes sexual assault, domestic violence, dating violence, sexual exploitation, and stalking. Definitions of the foregoing terms and other relevant details, including support services and procedural considerations, are set forth in Section N of the Code of Student Conduct. Illinois Tech respects the fact that the decisions whether to inform authorities and which authorities to inform rest with the individual who experienced the sexual misconduct. An individual who experienced sexual misconduct and desires to contact an authority should call the Public Safety Department (312.808.6300) or the Chicago Police Department (or relevant local police department) at 911 as soon as possible. Help can also be received from the Student Health and Wellness Center (312.567.7550), the Title IX Coordinator (312.567.5735) (See Section J of the Student Code of Conduct for additional details on the Title IX Coordinator), or the Office of Student Affairs (312.567.3081). Representatives from these offices are available to assist the victim in notifying law enforcement authorities if the victim so chooses. An individual who experienced sexual misconduct may also wish to contact a community-based sexual assault crisis center, and information, including names, addresses, websites and telephone numbers, for such centers is available at web.iit.edu/student-affairs/vawa-save-acts. Illinois law has established the recognized role of "Confidential Advisor", which is as an individual retained by a higher education institution who has certain mandated training and has the duty and

ability to provide emergency and ongoing support to students who have experienced sexual misconduct. Illinois Tech has elected to contract for Confidential Advisor services. The provider of such services is:

Resilience, located 180 N Michigan Avenue, Suite 600, Chicago, Illinois 60601

The phone number for students needing to access Resilience’s 24 hour Confidential Advisor services is 773-907-1062

Under federal law, all institutions of higher education must designate those of its staff with significant responsibility for student and campus activities as “Responsible Employees”. (Note: Not all Responsible Employees are actually employed by Illinois Tech.) Responsible employees have an obligation to report immediately any information they come to learn regarding suspected Sexual Misconduct; thus, these individuals cannot agree to maintain privacy or confidentiality with respect to such matters. At Illinois Tech, Responsible Employees are to report such information to the Dean of Students, the Title IX Coordinator, or the Department of Public Safety. Illinois Tech has designated individuals holding the following titles/positions as Responsible Employees: the President, Provost and those designated to serve in the role of Associate or Assistant Vice Presidents/ Provosts; academic deans, directors and department chairs, including those serving in associate or assistant roles; student affairs directors; residential life personnel, including resident advisors; Greek life coordinators; athletic administrators, including directors, assistant directors, coaches, assistant coaches and trainers; student activities coordinators; faculty and staff advisors to Illinois Tech recognized student organizations; academic advisors; and Department of Public Safety staff.

Reporting Instances of Misconduct/Sexual Misconduct

Instances of Sexual Misconduct may be reported anonymously by contacting the Public Safety Department at 312-808-6300 or filing a report at www.iit.edu/incidentreport. Instances may also be reported to:

- Title IV Coordinator
 - (312) 567-5725 | Virginia Foster | foster@iit.edu. Room 2D9-1 of the IIT Tower, 10 West 35th Street in Chicago
- Vice Provost for Student Affairs and Dean of Students
 - (312) 567-3080 | Katie Murphy-Stetz | stetz@iit.edu

Please consult the Student Handbook for the comprehensive Sexual Misconduct Policy:

iit.edu/student_affairs/handbook

S3 | SMOKING

Smoking (of any type, including electronic cigarettes) is not allowed anywhere in Residence Life buildings. People who smoke outside are expected to be respectful of entrances/exits, building windows/ventilation, and the affect that smoking can have on other people. People who smoke are also expected to properly dispose of cigarettes and related materials. Smoking is prohibited within 15 feet of any entrance, window, or ventilation.

Please note: Hookahs are not permitted on campus.

S4 | SPORTS

- a. Playing sports in public areas, lounges, hallways, or rooms, including in-line skating, roller-skating, skateboarding, bicycle riding, and throwing or dribbling any kind of object (e.g. softball, basketball, football, Nerf ball, Frisbee, etc.) are not allowed in the residence halls or apartment facilities. Residents should exercise caution when partaking in any of the above listed activities on campus sidewalks, roadways, and parking areas. Residents should use areas specifically designated for these activities.
- b. Running anywhere within the residence halls other than the designated fitness areas on the fitness equipment provided is prohibited except in emergencies.
- c. Carrying other individuals (i.e. piggybacks), other than small children or in case of an emergency, is not allowed within the residence halls.
- d. Use of items such as Nerf guns and water guns is not permitted in the residence halls.

T1 | THEFT AND VANDALISM

- a. Residents are encouraged to notify Public Safety if they suspect there has been a theft.
- b. Residents and guests are expected to treat the belongings/property of residents, guests, the residence halls and/or university with respect.
- c. Littering, including cigarette butts is considered a form of vandalism, and is prohibited.
- d. No person may intentionally take and carry away, use, transfer, conceal, or retain possession of any property without consent and with the intent to deprive the owner, either permanently or temporarily, of possession. This includes cafeteria dishes, street signs, building directional signs, wet floor signs, etc.
- e. No person may deface, alter, destroy, or damage in any other way, either maliciously or carelessly, any property (personal or university) within the residence halls.
- f. No resident or guest may obtain property or services by depositing anything, which the resident knows is not lawful money (e.g. in vending machines, laundry facilities, etc.)
- g. No resident or guest may tamper with, alter, or otherwise cause machines to malfunction in order to obtain property or services for a value other than that posted.
- h. Residents are expected to return borrowed equipment (i.e. carts, sport equipment, etc.) within the specified time limit. It is the resident's responsibility to inform the CDA that the item(s) is/are returned and checked-in. Items not returned and/or items found to be damaged upon return may be replaced at the expense of the resident.
- i. University-approved banners or posters, including those posted by Resident Advisors are not to be torn down or defaced at any time.
- j. The Office of Residence Life reserves the right to enter resident rooms in order to search for missing property.

V1 | VIOLENT BEHAVIOR

Any behavior that jeopardizes the safety of oneself or another individual is prohibited and may result in Contract Action. Violent Behavior is one of the [Serious Rule Violations](#) and offenders are subject to relevant legal action under Illinois statutes and Immediate Contract Termination.

W1 | WEAPONS

Illinois Tech has established a *Concealed Carry and Prohibition Regarding Firearms and Weapons* on Campus Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act and its enabling regulations. The terms and provisions of this Policy, which is at

web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_q9_weapon_prohibition.pdf, are incorporated by this reference.

In sum, as Illinois Tech is committed to providing a safe and secure environment for the Illinois Tech community and its guests, it has established extension restrictions on the ability to carry Firearms or Weapons, concealed or otherwise, on its Campus. In short, this means that no person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or this Policy, is authorized to possess a Weapon or Firearm while engaged in Illinois Tech-related business or activities or otherwise present in, on or about the Property of Illinois Tech located on the Campus. (All capitalized terms have specific definitions which are set forth

in the Policy.)

Possession of weapons may result in significant Contract Action, up to and including Immediate Contract Termination depending upon the nature of the violation. Individuals may not display, or portray as, any object that resembles a dangerous weapon or use any object in a violent or threatening manner. Possession of any dangerous weapon is one of the **Serious Rule Violations** and offenders are subject to relevant legal involvement under Illinois statutes.

- a. The possession and/or use of firearms/guns (including: air, paint, cap, pellet, and BB), bows and arrows, ninja stars, sling-shots, Tasers, grenades, knives (other than small kitchen/folding pocketknives (blade length ≤ 2 inches, width ≤ 1 inch), swords (*fencing foils are permitted to be stored, but not used within the residence halls, provided that the foil is equipped with a safety tip*), and any other dangerous weapons is prohibited.
- b. Possession of ammunition for firearms is prohibited on the IIT Campus.

For more information, refer to the IIT Student Handbook: iit.edu/student_affairs/handbook

RESIDENCE LIFE STATEMENT ON FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Additional details can be found online at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> In accordance with FERPA guidelines, Residence Life administrators will not share any resident information, other than directory information, with anyone outside of the University. This includes, but is not limited to, information about a student's grades, behavioral history and action, health concerns, current whereabouts, and financial information. (If the person requesting the information is a guarantor on the resident's room and board contract, certain financial information may be given.) Exceptions to this Act, regardless of age, will be made in life-threatening situations. University administrators may decide to share information about residents on a need-to-know basis. Residents who choose to waive their rights to privacy may fill out a Release of Information form, which can be found online at: iit.edu/registrar

Campus & Community Information

CAMPUS CONTACT INFORMATION

Academic Resource Center
(312) 567-5216 | Text: (312) 896-2722
arc@iit.edu

Access Card & Parking Services
(312) 567-8968
parking@iit.edu

Admissions – Graduate
(312) 567-3020
gradstu@iit.edu

Admissions – Undergraduate
(312) 567-3025
admissions@iit.edu

Career Management Center
(312) 567-6800
cmc@iit.edu

Center for Disability Resources
(312) 567-5744
disability@iit.edu

Event Services
(312) 567-3707
events@iit.edu

Financial Aid – IIT
(312) 567-7219
finaid@iit.edu

Financial Aid – Kent Law and Stuart
(312) 906-5180
finaid@kentlaw.edu | finaid@stuart.iit.edu

International Center
(312) 567-3680
icenter@iit.edu

Office of Campus Life
(312) 567-3720
campus.life@iit.edu

Office of Student Affairs and Dean of Students
(312) 567-3081
dos@iit.edu

One Stop
(312) 567-3810
onestop@iit.edu

Operator
(312) 567-3000

OTS Help Desk
(312) 567-3375
support@iit.edu

Post Office
(312) 567-3119

Public Safety
E: (312) 808-6363 | (312) 808-6300
publicsafety@iit.edu

Registrar
(312) 567-3100
registrar@iit.edu

Residence Life
(312) 567-5075
housing@iit.edu

Student Accounting
(312) 567-3785
bursar@iit.edu

Student Health and Wellness Center
(312) 567-7550
student.health@iit.edu

For more information, please visit: phonebook.iit.edu

COMMUNITY CONTACT INFORMATION

TRANSPORTATION

Amtrak (800) 872-7245 amtrak.com	Midway Airport (773) 686-2200 flychicago.com
Chicago Transit Authority (888) 968-7282 transitchicago.com	O'Hare International Airport (773) 686-2200 flychicago.com
Metra Rail (312) 322-6777 metrarail.com	Yellow Cab Chicago (312) 829-4222 yellowcabchicago.com

CHICAGO ARTS AND CULTURE

Adler Planetarium (312) 922-7827 adlerplanetarium.org	Chicago Symphony Orchestra (312) 294-3000 cso.org
Art Institute of Chicago (312) 443-3600 artic.edu	Field Museum (312) 922-9410 fieldmuseum.org
Broadway in Chicago (312) 977-1700 broadwayinchicago.com	Lincoln Park Zoo (312) 742-2000 lpzoo.org
Chicago Architecture Foundation (312) 922-3432 architecture.org	Lyric Opera (312) 332-2244 lyricopera.org
Chicago History Museum (312) 642-4600 chicagohistory.org	Museum of Science and Industry (312) 684-1414 msichicago.org
Chicago Public Library (312) 747-4300 chipublib.org	Shedd Aquarium (312) 939-2438 sheddaquarium.org

For more information about Chicago, please visit: web.iit.edu/housing/explore-chicago

IMPORTANT DATES

August

- 12 First Year and Transfer Student Move-In
- 19 First day of classes
- 31 Last day to submit a meal plan change request for fall semester

September

- 2 Labor Day (University closed)

October

- 7 Fall Break (no classes)
- 28 Last day for official withdrawal

November

- 11 Last day to submit Greek Move Out forms
- 27-Dec 1 Thanksgiving Break (University closed)

December

- 2 24-hour Quiet Hours begin
- 7 Final Meal in Commons Cafeteria
- 8 Residents must move-out by 12PM if not continuing for spring or graduating*
**All residence halls remain open for Winter Break. Continuing residents from fall to spring Semester are welcome to stay throughout the Winter Break Period.*

January

- 13 Halls open at 9am for new students
- 14 First day of classes
- 24 Last day to submit a meal plan change request for spring semester (12PM)

February

March

- 16-21 Spring Break

April

- 19 Last day to submit Late Departure Requests

May

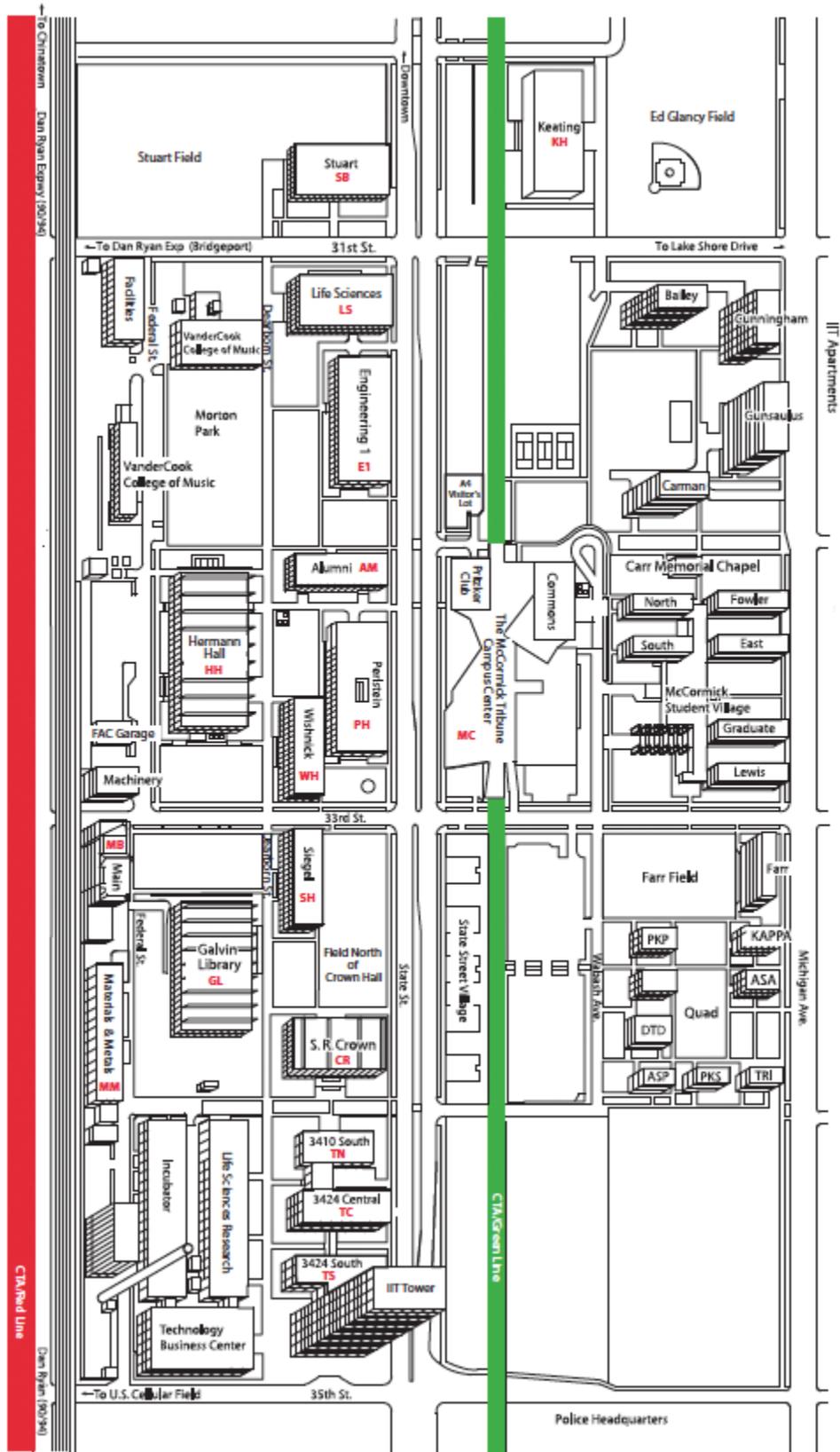
- 4 24-hour Quiet Hours begin
- 4-9 Final Exam Week
- 9 Final Meal in Commons
- 10 Non-graduating students must move-out by 12PM for academic break*
- 16 Commencement
- 17 Graduating seniors must move-out by 12PM

Notice: This calendar is not all-inclusive. Calendar is subject to change. Please refer to Residence Life announcements and IIT Today for important updates.

Academic Calendar: iit.edu/registrar/important_dates/academic_calendar.shtml

University Calendar: web.iit.edu/university-calendar

CAMPUS MAP



Published: October 2019

The policies outlined in the Residence Life Handbook reference, relate to, and coincide with the policies outlined in the IIT Student Handbook, IIT Student Code of Conduct, IIT Code of Academic Honesty, and the Room and Board Contract. As such, any individual residing on campus is subject to any and all policies contained in these and any other official IIT publication.

Residence Life

Illinois Tech

3241 S. Wabash Ave.

Chicago, IL 60616

|

P: (312) 567-5075

F: (312) 567-5926

|

housing@iit.edu

housing.iit.edu