



INTER AMERICAN UNIVERSITY OF PUERTO RICO  
METROPOLITAN CAMPUS  
OFFICE OF THE DEAN OF STUDENTS



GENERAL REGULATIONS FOR STUDENT RESIDENCES (MET)  
2022

## Contents

INTRODUCTION	4
CHAPTER 1: General provisions	5
Statement of Purpose	5
MET Mission and Philosophy	5
Applicability	5
Responsibility to read these regulations	5
Student life	5
Religious life	6
CHAPTER 2: Rules and procedures	10
2.1 Objectives of the Residence	10
2.2 Resident selection criteria	10
2.3 Admission to the Residence	11
2.4 Contract and payment procedures	11
2.4.11 Campus and tenants equipment and property	13
2.4.12 Inspections	14
CAPÍTULO 3: Code of conduct and disciplinary processes	17
3.1 Inter American University of Puerto Rico and MET policie	17
3.1.1 Study hours	17
3.1.2 Visits to residents/tenants	17
3.7 Conduct expected from student tenants and their guests	21
3.8 Drugs and alcohol	21
CHAPTER 4: Student-tenants' rights	22
CHAPTER 5: Final rules and provisions	23
APPENDICES	24

These Regulations are published in Spanish and English. In the event of a conflict as to their interpretation, the Spanish version will prevail.

## INTRODUCTION

The Office of the Dean of Students is the Metropolitan Campus (MC) unit responsible for the administration of the campus student residence (*Residencias Inter Metro* or MET).

The MC student residence is a facility where students learn to live in groups, share studies, sports, and interests, and participate in extracurricular and co-curricular activities that contribute to their personal, academic, and professional growth. Group coexistence results in an enriching experience for the individual, which provides a means to develop human relationships, a determining factor to succeed in life.

Group interaction should be characterized by order and respect among its members and requires acceptance and holding of certain minimums essential to maintain a welcoming and pleasant atmosphere in which individual potential may be developed to the fullest.

These Regulations establishes essential rules that will guide students and includes a description of their rights and responsibilities within the community of residents. In this way, MC stimulates the development of a responsible citizenship among the residents.

## CHAPTER 1: General provisions

### Statement of Purpose

The purpose of this Regulation is to provide student tenants with clear guidance on what their duties, rights and responsibilities are. The purpose of setting these rules is to achieve a healthy coexistence and protect the integrity, rights and well-being of those who live in this community.

### MET Mission and Philosophy

The mission of the MET is to provide its tenants with adequate safe and adequate accommodations that will foster their well-being of student tenants and contribute to their social, occupational, physical, intellectual and emotional development. Through varied activities and the interaction with its administrative staff, it will provide a healthy university coexistence that will allow for students' full development in the following areas: community life, personal development, ecumenical and democratic Christian values, respect for diversity and internationalization.

### Applicability

The provisions of these Regulations shall be applicable to the student tenants of the Inter Metro Residences, in the Metropolitan Campus of the Inter-American University of Puerto Rico.

### Responsibility to read these regulations

Every student tenant is expected to read and know these regulations, a copy of which is provided to and discussed with each student on the day the rent contract is signed. In addition, a copy of these Regulations will be available at the Dean of Students Office, the MET Administrative Office and through the campus website. Failure to comply with the provisions established herein may lead to the initiation of disciplinary action in accordance with these Regulations, the General Student Regulations or any other applicable institutional document.

### Student life

During the academic year, the University and the Student Council sponsor various cultural, social, sports, educational, religious and recreational activities, in which students and the university community are invited to participate. Such participation fosters personal and professional enrichment and provides the opportunity for leadership development through mutual understanding and cooperation and an emphasis on the ideals of service, good citizenship, and respect for human values. In addition, there are several student organizations in the Campus,

which may be of academic, professional, cultural, recreational, social, sports or religious natures. The Dean of Students will provide, upon request, the latest information about these organizations, their officers and enrollment.

## Religious life

Congruent with the Christian roots of the foundation of our University, Metro Campus has the Office of University Chaplaincy that responds to the ecumenical approach of our Institution. This office offers pastoral care services, spiritual enrichment and reflection activities, as well as celebrations at different times of the liturgical year. Participation in these activities is strictly voluntary and encouraged. Student tenants of the Inter Metro Residences also have access to the residence's chapel.

## Definitions

- 1.1.1 **Sexual abuse** – the act of engaging in sexual conduct in the presence of a person without their consent; use of a person, voluntarily or involuntarily, to perform sexual acts aimed at satisfying lewdness or; any act that, if prosecuted by criminal means, would constitute any of the following crimes: sexual assault; lewd acts; sexual trade; indecent exposure or proposals; production, possession and distribution of child pornography; use of a minor for child pornography; or shipment, transportation, sale, distribution, publication, exhibition or possession of obscene material and obscene spectacles as they have been typified in the Criminal Code of Puerto Rico.
- 1.1.2 **Stalking** – Conduct by which surveillance is exercised over a person; unwanted verbal or written communications are sent to a person; written, verbal or implicit threats are made to a person; acts of vandalism directed at a person are carried out; or such a person is repeatedly harassed through words, gestures, or actions aimed at intimidating, threatening, or persecuting the victim or members of his or her family.
- 1.1.3 **Bullying** – any pattern of repetitive or intentional actions directed at one or more students, aimed at causing harm or discomfort and where there is an imbalance of real or perceived power by the victim. A single act could be considered harassment and bullying due to its severity. This includes, but is not limited to, harassment based on race, color, gender, sexual orientation, birth, social status, political or religious ideas, age, or functionality. Bullying may be physical, social, psychological, or through electronic means (cyberbullying).
- 1.1.4 **Official university activity** – Any act sponsored by the Inter American University of Puerto Rico.

- 1.1.5 **Co-curricular activity** – any activity designed to support student development and complement academic programs.
- 1.1.6 **Extra-curricular activity** – any activity designed to support student development but not directly related to a study program.
- 1.1.7 **Administration** – the Director of Student Residence, the associate dean of students, the Dean of Students or the chancellor charged with the oversight of the student residence.
- 1.1.8 **Admission** – granting admission to the student residence for first-time applicants.
- 1.1.9 **Service animal** – dog or other animal specially trained to provide service or do work for a disabled person. The work of such service animal shall be directly related to the assisted person’s needs.
- 1.1.10 **Common areas** – open areas within the student residence available for residents’ enjoyment, whether inside the units, the buildings or the residence.
- 1.1.11 **Spirits and alcoholic (liquor) beverages** - Pure or blended spirits and beverages containing alcohol, whether produced by fermentation or distillation, including wines, beers, blended beverages, and cider.
- 1.1.12 **University community** – campus students, faculty members and administrative staff.
- 1.1.13 **Contract** – Written agreement between the student tenant and the Metropolitan Campus of Inter American University of Puerto Rico in which the duties and responsibilities of each part are specified.
- 1.1.14 **Physical harm** – Any trauma, injury, or non-accidental condition (including lack of food) that, if left unattended, could result in death, disfigurement, illness or temporary or permanent disability of any part or function of the body. The trauma, injury, or condition may be the result of one or more episodes.
- 1.1.15 **Office of the Dean** – Office of the Dean of Students of the Metropolitan Campus of Inter American University of Puerto Rico.
- 1.1.16 **Dean of Students** – highest ranking Metropolitan Campus officer in charge of student affairs.
- 1.1.17 **Student** – person enrolled in any course or program at the Inter American University of Puerto Rico.



- 1.1.18 **Student tenant** - Student duly admitted to the Inter-American University of Puerto Rico and residing in the Inter Metro Residences of the Metropolitan Campus of the Inter-American University of Puerto Rico.
- 1.1.19 **Sexual harassment** - Any type of unwanted sexual approach or requirements for sexual favors and any other verbal or physical conduct of a sexual nature when one or more of the following circumstances occur:
- a. When submitting to such conduct implicitly or explicitly becomes a term or condition in exchange for something.
  - b. When the submission or rejection of such conduct by the person becomes the basis for making decisions that affect that person.
  - c. When that conduct has the effect or purpose of unreasonably interfering with that person's life or when it creates an intimidating, hostile, or offensive environment.
- 1.1.20 **Institution** – refers to the Inter American University of Puerto Rico, all its acadmeic unitis or the System Central Office.
- 1.1.21 **Restraining order** – Any written order issued under the seal of a court by which measures are ordered to an offender to refrain from engaging in or carrying out certain acts constituting of stalking.
- 1.1.23 **Closing periods** – Periods during which the residence is not open for business
- 1.1.24 **Readmission** – Granting of space in the residence for repeated tenancy.
- 1.1.25 **Inter Metro Residence (MET)** – Structure owned by the Metropolitan Campus and designed for student housing.
- 1.1.26 **Risk** – A situation that poses a danger of harm to a person's health, safety, and physical or emotional well-being.
- 1.1.27 **Controlled substance** – Any drug or immediate substance or precursor, included in Chapter II, Classifications I, II, III, IV, and V of Law No. 4 of June 23, 1971, as amended, known as the "Puerto Rico Controlled Substances Act".
- 1.1.28 **Applicant** – Student who submits documentation to apply for a space within the Inter Metro Residence.
- 1.1.29 **University** – Inter American University of Puerto Rico, Inc.



1.1.30 **Gender-based violence** – Repeated pattern of use of physical force or psychological violence, intimidation or persecution against a person by his or her spouse, former spouse, a person with whom he or she cohabits or has cohabited, has maintained a consensual relationship, or has borne a child, regardless of the sex, marital status, sexual orientation, gender identity or immigration status of any of the persons involved in the relationship, to cause physical or emotional harm to you, your property or any other person in the relationship.

1.1.31 **Visitor** – any person who is not a tenant of the student residence.

## CHAPTER 2: Rules and procedures

### 2.1 Objectives of the Residence

**2.1.1 Environment:** To provide the student with an environment that encourages study, fosters good social relationships, and stimulates the full development of the student's personality.

**2.1.2 Safety Conditions:** To provide adequate conditions for student safety.

**2.1.3 Institutional Order:** To encourage students' contribution to the order and proper functioning of the Residences, through the enforcement of the established rules and regulations.

**2.1.4 Coexistence:** To promote group interaction, respect for ethical and democratic norms, and a climate of mutual consideration among residents.

### 2.2 Resident selection criteria

**2.2.1 Admission and Readmission to University Residences:** Any student who applies for admission or readmission to Inter Metro Residences must have admission to a unit of the Inter American University of Puerto Rico and meet the requirements established in this article. IAUPR reserves the right to accept *bona-fide* students from other educational institutions.

**2.2.2 Academic Load:** The minimum academic load for a student tenant of the Inter Metro Residences is three (3) credits per academic term.

**2.2.3 Academic Progress:** All applicants and student tenants must be in compliance with the standards of satisfactory academic progress established by the Institution.

**2.2.4 Underage Students:** It will be an additional requirement for the admission or readmission of students under 21 years of age, that their parents or guardians grant them the required authorization and relieve the Metropolitan Campus of any responsibility for surveillance or care of their children.

**2.2.5 Notification of Changes in the Situation of the Student Tenant:** Any change in the information provided by the student in his application that may affect the applicable selection criteria must be notified by the student tenant to the Administration immediately.

**2.2.6 Reevaluation of Application for Admission or Readmission:** If changes occur in the situation of the student tenant, they must be informed to the Administration so that it is determined whether to request the student tenant to vacate the unit. The evaluation of the case

will be notified in writing within ten (10) days to the student tenant, who will be granted a period of ten (10) days to vacate the room.

**2.2.7 Violations of these Regulations:** Violations of these or any applicable regulation referred to the Dean of Students and the sanctions imposed, if any, will be taken into consideration when a student applies for readmission to the Residences.

**2.2.8 Indispensable Condition:** A student tenant who for any reason loses his status as a student will automatically lose his status as a tenant and must vacate the MET facilities within a maximum term of ten (10) days.

## 2.3 Admission to the Residence

Any candidate for admission or readmission will submit their Application for Admission, Readmission or Continuation of Stay to the Inter Metro Residences at least fifteen (15) days before the start of the academic term in which they apply for admission to the residence. Any application submitted beyond that date will be considered late and evaluated as spaces are available. The University reserves the right to admit or readmit any student to the residences.

**2.3.1 Deposit:** Upon approval of the c, the student tenant will sign a contract, which must be accompanied by evidence of payment of a one-month rental deposit in advance. This deposit will be returned partially or totally upon inspection of the vacated unit.

**2.3.2 Confidentiality of Submitted Documents:** The documents submitted by the applicant for admission or readmission will be confidential and their access will be limited to the administrative staff of the Office of the Dean of Students.

**2.3.3 Distribution of Spaces in the Residences:** The Inter Metro Residences are of a mixed nature, in which each unit will be assigned to people of the same gender. Every effort will be made to honor the accommodation preferences of applicants.

## 2.4 Contract and payment procedures

The student whose application was accepted will sign a contract with the Institution. This contract will stipulate the cost for the term of residence and the monthly payments. At the end of the period of validity of the contract, the student will deliver to the MET administration the keys to his unit.

**2.4.1 Deposits and Payments:** The student tenant admitted to the MET will make an advanced payment of one month's rent as a deposit at the time of signing the contract, with the exception of students who are in the residences and request to remain in it for an additional term to that



stipulated in the contract, whose initial deposit will be retained for the additional term. The deposit will guarantee your space and will be returned, partially or totally, upon inspection of the vacated unit. It is the student's responsibility to keep up to date with the residence payments, which he will deliver to the Bursar's Office under the terms and conditions expressed in the contract.

**2.4.2 Room Assignment:** The unit will be assigned to the student once he/she has completed the admission or readmission process to the residence, paid the tuition for the corresponding term and provided evidence of having paid the room occupancy charges, in the Bursar's Office. The University reserves the right to change or cancel the allocation of a space to guarantee the discipline, health, safety and healthy coexistence of the student tenants. Any changes will be notified in a timely manner.

**2.4.3 Occupancy:** The student tenant may occupy the assigned unit as established in the contract and may not sublet the unit.

**2.4.4 Funded Student Athletes:** Student-athletes entitled to accommodation will have their rent be deducted from their athletic scholarship.

**2.4.5 Deadline to Submit Payments:** If the student tenant owes any amount of the payments required in the contract, this will constitute a debt to the University. The Campus may initiate eviction action against the student tenant delinquent for non-payment and breach of contract at any time.

**2.4.6 Withdrawals:** If the student tenant decides to withdraw from the University or terminate the contract, he will notify the Dean of Students in writing no less than fifteen (15) days before the date of his anticipated departure from the unit.

**2.4.7 Penalty for Failing to Notify of Termination:** A student who, pursuant to Section 2.4.6, wishes to withdraw from the University or terminate the contract and fails to comply with the requirement of written notice no less than fifteen (15) days in advance, shall pay \$5.00 for each day on which his or her failure to notify causes a vacant room. If a term of fifteen (15) days has elapsed without the student using the MET facilities, it will be assumed that he is not interested in continuing and the contract may be canceled without having to receive written notification.

**2.4.8 Penalty for not handing over the keys:** Any student who does not hand over the keys will miss the opportunity to readmit to the MET until they have met that requirement. If the student tenant loses or damages the keys, the replacement cost will be assessed to his university account.

**2.4.9 Emergency Cases:** In cases of emergency, as a protective measure, the Administration may order the closure of the MET and that reasonable inspections of the rooms be carried out. Emergency shall be understood as any act of nature or failure of essential structures or services,

such as storm, earthquake, hurricane, fire, explosion, or flood, as well as other situations that may affect the safety or health of student tenants.

**2.4.10 Access to the Residences:** The student tenant will have free access to the residences twenty-four (24) hours a day. If necessary, authorized personnel will ask for photo identification.

#### 2.4.11 Campus and tenants equipment and property

**2.4.11.1 Authorized Items and Equipment:** The following equipment will be allowed: computer, television, small appliances, manual hair dryer, clock radio, a small personal fan and iron and ironing board. The Administrator will authorize any additional equipment that is necessary to carry out the academic work.

**2.4.11.2 Pets:** Pets will not be allowed in the MET, with the exception of service animals, in which case the student will be responsible for its cleanliness, health, and care and for damage caused by the animal to other residents. The owner of the animal must ensure that it does not generate noise that disturbs the other residents. Emotional support animals are not allowed.

**2.4.11.3 Responsibility for the Equipment:** The student tenant is responsible for the care and protection of both the property for individual use and that for common use. The student shall be liable for any damage that, by himself or by a visitor, occurs to MET property, whether caused intentionally, negligently or by inexcusable carelessness. Any kind of malfunction or damage to the equipment in the building or its facilities, shall be reported immediately to the Administration in a form that indicates the affected equipment and the nature of the malfunction or damages sustained.

**2.4.11.4 Receipt of Equipment at Check-in:** Upon arrival at the MET the student tenant will sign with the Administrator a receipt for the property included in his room or apartment.

**2.4.11.5 Check-out:** Upon leaving the MET, the Administrator or his representative together with the student tenant will inspect the unit and check the equipment. The student will be responsible for the equipment that is missing or broken, unless it is due to obsolescence or normal depreciation. The Administration will notify the student of any claim within a term not exceeding five (5) business days after the expiration of the contract.

**2.4.11.6 Deposit:** At the time of signing the contract, the student will pay a deposit. This money will be retained or refunded in whole or in part, depending on the damage caused to the property. If the property suffers damage that is not covered by the deposit, the amount over the deposit will become a student debt will receive the same treatment as that of other student debts.

**2.4.11.7 Determination of Damages:** Debt discounts will be based on the value of the affected property, the damage it has sustained and the cost of repair or replacement. When individual responsibility cannot be determined in a shared unit, the cost will be charged proportionately among the student tenants of the unit.

**2.4.11.6 Posters/Graphic Materials on the Walls of the Units or Rooms:** As a measure of protection to the property, objects may be placed on the walls inside the unit using removable adhesive material that does not damage the finish of the walls. It is forbidden to display on the walls graphic material with obscene, violent, hateful, alcohol or drug related messages. Displaying such materials is also forbidden in the common areas of buildings or on the apartment doors.

**2.4.11.7 Prohibited works:** Construction works, remodeling or alterations that have a direct or indirect effect of impairing, destroying, or depreciating the integrity of the apartments or common areas are strictly prohibited. Student tenants may neither alter, change or modify the unit external appearance of the façade nor decorate or paint the walls, doors or exterior windows of the apartment, nor place ornaments or adhere permanent objects to the common walls or balconies of the apartments, except those authorized by the Administration.

**2.4.11.8 Forbidden Activities:** Student tenants may not place on the balcony or in any other part of the unit clothes to be dried, cleaning supplies, towels, carpets, curtains or bicycles. The temporary installation of materials such as tents, swimming pools, barbecues, hammocks, flags, or hanging plants is also forbidden.

**2.4.11.9 Recreational Facilities:** Recreational facilities are for the common use of all duly identified student tenants, as long as they complete the corresponding registry form. The rooms designated as recreational areas may be used at any time, as long as the proper functioning of the MET or the rules of coexistence are not affected.

## 2.4.12 Inspections

**2.4.12.1 Periodic routine inspections:** The Administration may conduct routine inspections on the units, by himself or through designated personnel, provided that the provisions of this Section are strictly complied with, and student tenants are present.

**2.4.12.2 Notification of Inspections:** Any routine inspection must be notified to student tenants in writing, it being understood that the requirement of written notification does not apply to emergency inspections, as set forth in these Regulations.

**2.4.12.3 Notification of Inspections:** The Notification of Inspection to student tenants will be deposited in mailboxes. In addition, it will be placed on the information boards of each floor and in the halls of the MET. This notification will be sufficient for student tenants to be considered

duly notified. Any routine inspection shall be notified not less than five (5) and not more than ten (10) days in advance. This section does not apply to emergency inspections.

**2.4.12.4 Frequency of Routine Inspections:** Routine inspections may be made monthly, or as determined by the Administration.

**2.4.12.5 Purpose of Routine Inspections:** Periodic routine inspections have the sole purpose of safeguarding the health, safety, and coexistence of student tenants, as well as the integrity of university property. These inspections will contribute to an optimal study environment and assure that the property of the institution is preserved in good condition. During routine inspections the Administration will limit itself to observing what is in plain sight in the unit or room. No drawers, closet doors, or bags or other containers will be opened. This will not apply in cases of emergency where the health or safety of student tenants is compromised.

**2.4.12.6 Objects Occupied during Inspections:** Occupied objects that are lawful, but prohibited in the rooms, will be removed and retained by the Administration until the student tenant is in a position to remove them from the residence and sign a document stating they will be removed. Examples of such lawful objects are gas or electric stoves, microwave ovens, refrigerators, barbecues, electric generators, television or radio antennas, flags, lamps, flammable material, and others.

**2.4.12.7 Right of Student Tenants to be Present:** The student tenant of a unit that is subject to a routine inspection shall have the right to be present throughout the inspection. This does not apply in cases of emergency, nor when health and safety are compromised.

**2.4.12.8 Release of Responsibility:** The University shall not be liable for theft or destruction of money, property, valuables or any other personal property belonging to or in the custody of the student tenant, for any reason, regardless of whether such loss occurs in the rooms, common areas or premises of the MET or the University.

## **2.4.13 Safety**

**2.4.13.1 Safety and Emergency Management Plan:** The protection of life, the safety of members of the university community and the protection of property on the premises of our Institution is a priority of Metro Campus. To prevent situations that threaten safety, procedures and actions have been established that promote education related to the different risk situations and the steps to follow before, during and after them. For these purposes, the University has a Contingency Plan in cases of emergencies or natural disasters, which must be always followed. Copies of this plan are available in the offices of the Chancellor, the Deanship of Administration, the Residence Administration and in the Metropolitan Campus website.

**2.4.13.2 Property Security:** In no event shall the MET Administration be responsible for the personal property of residents.

**2.4.13.3 Evacuation Drills:** All student tenants will be required evacuate the residence during the emergency drills the Administration deems necessary.

## 2.5 Parking

The MET has student-tenant parking, available at an additional cost per vehicle. Student tenants who are interested in access for their vehicles must request it at the Campus Security Office and will make use of the parking lot in accordance with the provisions of Normative Document F-1006-011R (Regulations for motor vehicle access, transit and parking in the Inter-American University of Puerto Rico). Under no circumstances may a student tenant use the spaces reserved within the parking lot for administrative officers and other MET personnel or park cars in areas that prevent emergency vehicles from effectively performing their work. Making use of this space will result in an administrative fine or removal of the car, in which case the student assumes the risk for the damages that the car may suffer and the payment of removal services, if any.



## CAPÍTULO 3: Code of conduct and disciplinary processes

This Chapter states the punishable behavior that threatens the safety, integrity and rights of others, and the healthy environment expected in the Inter Metro Residences, meant to achieve institutional mission and goals. It also provides for the procedures to be used when punishable conduct occurs. The Student Regulations will apply in everything that this Regulation has not included.

### 3.1 Inter American University of Puerto Rico and MET policies

The University recognizes the fundamental right of each student in the academic community to be fully educated. Likewise, the University promotes within its academic community an environment free of prejudices that respects the student value and dignity. It is the policy of the University that no person shall be discriminated against based on race, color, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical disability, origin or social status.

#### 3.1.1 Study hours

The MET's study schedule is continuous. Unnecessary gatherings or noises will not be allowed in the corridors and areas adjacent to the apartments, so student tenants can study or rest without any discomfort. Calls may be made to student tenants from 8:00 am to 11:00 pm.

#### 3.1.2 Visits to residents/tenants

**3.1.2.1 Visits by External Persons:** Visits by people outside the MET will be allowed from 8:00 am to 11:00 pm. Access and entrance to the units may require the registration of all visitors. The student tenant is responsible for the conduct of his guests and for any damages they may cause during their visit. Visitors will be able to access student tenants' rooms if the resident authorizes it. In the case of apartments or rooms with multiple student tenants, each of these must agree to receive visitors. Otherwise, the resident will attend the visit in the reception rooms or in the common areas of the building; provided that the visit does not interrupt work or limit the right of others.

**3.1.2.2 Visits between Student Tenants:** Visits between student tenants will be allowed at any time, if they do not interrupt the work or limit the right of the other residents in the unit. In the case of multiple rooms, visits to residents will be allowed only if the visited resident consults with all those who live in the unit, and they all agree to the visit. Otherwise, they will receive them in the common areas of the apartments if they do not interrupt the work or limit the right of the other residents.

## 3.2 Rules of Coexistence

Residents living in the shared rooms will sign a Code of Living Standards of the room, in harmony with the articles provided in the General Regulations of the University Student Residences. This Code will provide tools to the Administration to intervene in situations of non-compliance.

### 3.3 Disciplinary procedures in the event of a complaint

The University recognizes the need to establish rules of coexistence that help maintain a healthy and safe environment that stimulates learning, fellowship and coexistence among student tenants, the administration, and the community in general. That justifies establishing appropriate patterns of behavior to provide for appropriate coexistence between residents and formulating fair, fast and effective procedures to impose sanctions that correspond to the alleged transgressions.

**3.3.1 Procedure to file a complaint:** Any student tenant who is interested in filing a complaint against another resident or administration staff, for situations that occur within the premises of the MET, must do so in writing directly in the Office of the Dean of Students. Any such situation must be dealt with in accordance with the IAUPR General Student Regulations or any other Normative Document of the University.

**3.3.2 Form of notification:** Notifications to the student about appointments, complaints or disciplinary sanctions will be sent to any area of the Campus or MET, or by registered mail, always with acknowledgment of receipt by the student.

**3.3.3 Conciliation Procedure:** In the event of a dispute or punishable conduct between students tenants or between them and employees, the Dean of Students shall promote a dialogue between the parties with intent of reaching an agreement in good faith. If no agreement is reached, the following procedures will be used:

#### **3.3.4 Procedure for minor sanctions:**

- a. In cases that could lead to minor sanctions, formal complaints will be submitted in writing to the dean of students.
- b. The dean of students will notify the student with a copy of the complaint filed against him and summon him you for a meeting, informing its date, time and place, and indicating that you must come prepared to present your position on the complaint.
- c. The student will have the opportunity to clarify and defend his position, including the right to express himself and present any evidence, whether oral, documentary or of any other kind, in his favor. Considering the evidence presented, the Dean of Students will determine the relevant sanctions and inform his determination to the student in writing.

d. If the student does not agree with the sanctions applied, he may appeal to the chief executive of the academic unit within the next five (5) calendar days after receiving the written notification of the sanction. The determination of the chief executive will be final and unappealable.

### **3.3.5 Procedure for mejor sanctions:**

Complaints that could lead to greater penalties must always be in writing. These will be addressed through the following procedure:

- a. The chief executive shall appoint an examining officer, who shall be a lawyer, to purge the facts by holding a hearing. The examining officer shall report to the chief executive his determinations on the proven facts and his conclusions on the violations incurred.
- b. The student must receive, with no less than ten (10) calendar days anticipation, written notice of the date time and place of the hearing, the violation of the Regulation imputed to him, the date on which the alleged violations occurred, the sanctions that may be imposed on it, and the name and address of the prosecution witnesses.
- c. The hearing shall be conducted in accordance with the following principles:
  1. The student may appear accompanied by an advisor, who may be a lawyer.
  2. The student and his advisor will be allowed to hear witness testimony, and view and study the documentary evidence against him.
  3. Written statements by witnesses shall be permitted, where such evidence is corroborative or cumulative.
  4. The student will have the right to cross-examine witnesses against him. The University shall have the right to cross-examine witnesses presented by the student.
  5. The affected student will be allowed to present all the defenses and evidence in their favor, both oral and documentary or tangible.
  6. All evidence will be admitted liberally. The rules of evidence governing court proceedings will not apply. However, the factual determinations and conclusions reached by the

examiner must be based on the evidence admitted at the hearing.

7. The examiner may grant a public or private hearing at his discretion about what is most convenient to the University and the consideration of the witnesses, but if the affected student requests that the hearing be private, he will be obliged to hold it in that way.

8. When more than one student is affected by the charges arising from the same facts and events, a joint hearing will be held for all those affected. At the request of any student, a separate hearing may be held if the examiner concludes that holding a joint hearing would prevent a fair outcome.

9. No student subject to disciplinary action will be compelled to testify, and the failure to do so will not be considered against him.

10. No student will be punished on more than one occasion for the same violation.

11. No student will undergo any disciplinary process for acts incurred more than one year before from the date on which such acts are officially known to the university authorities.

12. The examining officer shall keep an adequate and reliable record of the hearings, determinations and conclusions for the case.

- d. The examining officer shall notify the campus chief executive and the dean of students, with a copy to the affected student, of his determinations of proven facts and his conclusions about the alleged violations. This shall be done within ten working days after the hearing has taken place.
- e. The dean of students will study the examiner's report and communicate to the campus chief executive his concurrence, objections, comments and recommendations. The chief executive shall impose such sanction as it deems fair in light of the established facts and the recommendations or comments of the dean of students.

### 3.6.3 Appeals procedure for major sanctions:

1. The affected student may appeal to the president of the University within ten working days from the date on which he was notified of the sanction. The determination on appeal made by the president will be final and unappealable.



2. The rights of appeal hereby established and granted shall not affect the effectiveness of the sanction imposed. The sanctions imposed, despite having been appealed, will be put into force and effect from the moment they have been issued by the university officials authorized to do so by these Regulations. If the appeal process is favorable to the student, the University will be obliged to provide all the help and assistance necessary to affect his academic work as little as possible.
3. Any student with pending disciplinary charges without being suspended, in accordance with the provisions of these Regulations, will not receive grades for subjects in progress.

### 3.7 Conduct expected from student tenants and their guests

The student tenants and their guests will observe the rules of conduct established in these Regulations, in the General Student Regulations, in the Code of Coexistence and in any other applicable institutional normative document. Both the resident and his guests are expected to act with respect and consideration towards the employees of the University and towards their peers and other guests.

### 3.8 Drugs and alcohol

The University is committed to maintaining a study and work environment free of drugs, alcoholic beverages, and controlled substances. The use of illicit drugs and the abuse of alcohol are significant problems that affect our society and represent a serious threat to the achievement of students' aspirations, since they decrease the efficiency and productivity of human resources, limits the ability to learn and hinder the establishment of the desired study climate.

**3.8.1** The consumption, possession, purchase or sale of any controlled substance, alcohol or tobacco products by student tenants or their guests is strictly prohibited in any place or premises of the residences or the University. You may not smoke tobacco, e-cigarettes, *vaping*, or *hookas* in enclosed areas (rooms, apartments, corridors or surrounding areas), in the square between the towers or in the parking lot.

**3.8.2** Advertisements or sponsorships of alcoholic beverages within the premises of the MET and the University, or in official University activities of the University, are prohibited. The use of promotions of alcoholic beverages or cigarettes on items such as caps, key chains, and notebooks, among others, will not be allowed.

**3.8.3** The residences and their premises are subject to the normative provisions of the Policy on the Use and Abuse of Drugs and Alcoholic Beverages of the University, and any other regulation that addresses the use and abuse of drugs and alcoholic beverages on the premises of the Inter-American University of Puerto Rico

## CHAPTER 4: Student-tenants' rights

MET student tenants have all the rights established by institutional policies. The University will maintain an environment free of prejudice that respects the student's value and dignity. It is the policy of the University that no person shall be discriminated against on the basis of race, colour, age, gender, sexual preference, religion, nationality, marital status, physical appearance, political affiliation, physical disability, origin or social status. In addition, student-tenants will have the following rights:

4.1 Right to privacy in their room.

4.2 Right to study and rest without interference, unnecessary noise or other distractions

4.3 Right to live in a safe and clean environment.

4.4 Right to have full access to your room and facilities in accordance with these regulations.

4.5 Right to receive guests, in accordance with these regulations.

## CHAPTER 5: Final rules and provisions

5.1 These Regulations concern all student tenants and visitors of the MET, in all applicable matters.

5.2 The invalidity of any chapter, article, section, or paragraph of these Regulations shall not invalidate the rest thereof.

5.3 In any case in which a discrepancy arises in the interpretation of the text, the Metropolitan Campus Chancellor will make a firm and unappealable decision.

5.4 These Regulations may be amended as necessary by the Metropolitan Campus chancellor.



## APPENDICES

Appendix A	Goals of the University
Appendix B	Normative documents applicable to student tenants
Appendix C	Application for Admission, Readmission or continuation of stay at the MET
Appendix D	Rules of Coexistence
Appendix E	Unit Property Inventory



## Appendix A Inter American University of Puerto Rico Goals

1. To promote, in the university community, an environment oriented towards a culture of peace, based on ethical, democratic and institutional Christian-ecumenical values, directed to the integral development of the student.
2. To promote an integral education that leads to the formation of an educated person, well-versed in the in the different fields of the human knowledge, by means of the development of the capacity for critical thinking, the adequate use of the communication skills in Spanish and English, ethical and civic responsibility, environmental awareness, skills of social integration, and the knowledge of science, arts and religious education within a Christian-ecumenical context.
3. To respond to the needs of the student population and society by offering a variety of both in-campus and online educational programs, within and outside Puerto Rico, at the different educational levels.
4. To foment academic excellence by means of the continuous development of the teaching staff in the mastery of their discipline, as well as in the application of techniques, modalities and teaching methods, in harmony with the nature of the student population.
5. To foment the development of knowledge through research and creative activities in the academic community.
6. To promote efficiency and effectiveness in the teaching, administrative and student processes and services, in harmony with the provisions in the applicable laws, as well as in the standards of the accrediting agencies.
7. To cultivate leadership of the university community so that it may contribute to social and cultural enrichment of our country and to its economic development, by means of participation in communitarian business and professional projects.

**Appendix B**                      **Normative documents applicable to student tenants**

General Student Regulations

Technical Certificate Program Catalog

General Catalog

Graduate Catalogs

Prevention Manual on the Use and Abuse of Drugs, Alcoholic Beverages, and Tobacco

Normative Document 07292021\_02                      Vaccination requirements for back-to-school

Normative Document F-1006-011R                      Regulations for motor vehicle access, transit, and parking in the Inter-American University of Puerto Rico

Normative Document E-1213-005                      Guidelines, rules and procedures for attending to students' requests for reasonable accommodation

Normative Document A-0604-015R                      Rules for the creation, development and satisfactory academic progress in technical certificate programs

Normative Document A-0621-067                      Satisfactory academic progress policy Undergraduate programs

Normative Document A0621-068                      Satisfactory academic progress policy Graduate programs

Normative Document G-0610-045                      Rules to regulate smoking at Inter American University of Puerto Rico

Normative Document I-011-014                      Rules and procedures to use and manage social networks

Normative Document G-1216-043                      Norms and procedures to address alleged violations to the provisions of Title IX

Normative Document G-0306-022	Policy against sexual harassment in work and academia
Normative Document G-0306-023	Internal regulations for handling sexual harassment claims in work and academia
Normative Document E-0208-001	Procedure for managing domestic violence situations affecting students in the IAUPR system academic units
Normative Document G-0807-028R	Internal regulations to deal with complaints on the use and abuse of drugs and alcohol in the property of Inter American University of Puerto Rico
Normative Document E-0417-006	Student athletes regulations
Normative Document I-0410-011R	Guidelines and rules for the appropriate use of information technology, computer systems and telecommunications
Normative Document A-IRB-013-2000R	Rules regarding the protection of human subjects in research
Normative Document A-0104-008	Rules regarding the discontinuation of academic programs
Normative Document E-0809-002R	Inter American University of Puerto Rico regulations about student and alumni directory information
Normative Document F-0610-021R	Guidelines and norms regarding safety in the university system
Normative Document G-0610-034	Inter American University guidelines and norms about copyright
Normative Document R-0809-004	Norms for the use of chapels
Normative Document E-0517-007	Institutional protocol for handling harassment or bullying





**Appendix C Application for Admission, readmission, or continuation of stay at the MET**

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Telephones \_\_\_\_\_

E-mail(s) \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Application for / / Admission / / Readmission / / Continuation of stay

Anticipated move-in date \_\_\_\_\_

Anticipated move-out date \_\_\_\_\_

Preferred unit type: / / 1 bedroom / / 2 bedrooms / / 3 bedrooms

Preferred occupancy type:: / / Single / / Double / / Trundle bed

Access keys received \_\_\_\_\_

/ / Apartment Access / / Room access

\_\_\_\_\_  
Student tenant signature Date

**FOR OFFICIAL USE ONLY**

Application outcome: / / Granted / / Denied

Apartment \_\_\_\_\_ Room \_\_\_\_\_

Date of the deposit \_\_\_\_\_ Amount of the deposit \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature Date



## Apéndice D – Coexistence Norms

Group coexistence is one of the pillars of society. To ensure healthy coexistence among MET residents, I am committed to practicing the following rules of coexistence.

Within the MET (common areas):

1. Respect the hours of operation and for visits.
2. Make sure that the conduct and visiting hours of my guests are in accordance with the MET General Regulations.
3. Wear appropriate clothing.
4. Keep stairs free of obstacles.
5. Practice proper waste disposal.

Inside the apartment:

1. Keep common areas and appliances tidy and clean.
2. Disconnect unused electrical equipment.
3. Label foods and personal items.
4. Deposit solid wastes in suitable receptacles.
5. Take care of the furniture and appliances in the unit.
6. Notify the authorities about any situation affecting the furniture or appliances in the unit.
7. Respect others' property and space.

Inside the room:

1. Keep the room tidy and clean.
2. Disconnect unused electronic equipment.
3. Keep and take care of the furniture located in the room.
4. Notify the authorities about any situation affecting the furniture or appliances in the room.
5. Respect others' property and space.



## Appendix E Unit Property Inventory

APARTMENT NUMBER \_\_\_\_\_

One (1) Bedroom     
  Two (2) Bedrooms     
  Three (3) Bedrooms

Inventory:

1.      One (1) range
2.      One (1) refrigerator
3.      One (1) microwave oven
4.      One (1) sofa
5.      One (1) dining table
6.      Four (4) dining chairs
7.      One (1) bed    Two (2) beds       Three (3) beds       Four (4) beds
8.      One (1) mattress    Two (2) mattresses    Three (3) mattresses  
        Four (4) mattresses    Five (5) mattresses       Six (6) mattresses
9.      One (1) desk    Two (2) desks       Three (3) desks       Four (4) desks
10.     One (1) chair    Two (2) chairs       Three (3) chairs       Four (4) chairs

### Certification(s)

I certify receiving the furniture and appliances stated above and assume responsibility for their proper use and care by myself or with my roommates.

Name(s) and signature(s)      Student ID Number(s)      Telephone number(s)/email(s)




## NOTES