

2014-2015 Policy Handbook for Residence Halls and On-Campus Apartments

Updated August 2014

This document covers fall 2014, spring 2015 and summer 2015. **Failure to comply with any policy may result in administrative charges and disciplinary actions.**
Please read this document carefully. Changes from 2013-2014 are highlighted in **yellow**.

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I. POLICIES

A. ALCOHOL, TOBACCO AND OTHER DRUGS

1. All state, federal, and local laws and University policies pertaining to alcohol, tobacco and other drugs, including controlled substances, apply to on-campus residents and their guests.
2. **Alcohol**
 - a. Residents and their guests are responsible for providing verification of age upon request by a staff member. Any individual who refuses to provide age verification will be assumed to be under the age of 21.
 - b. **Residents 21 years of age and older**
 - i. Only residents and their guests who are 21 years of age or older may possess and consume alcoholic beverages in their on-campus rooms/apartments. Alcohol may be neither consumed nor possessed in opened containers anywhere outside a student room/apartment, including hallways, courtyards, public areas, community centers, and other University grounds. In University Village (UV), the fenced area in front of an apartment is considered to be part of the apartment
 - ii. Alcoholic beverages must be in their original, unopened containers when transported within the residence halls. Containers of alcohol larger than one gallon (including, but not limited to kegs) are not permitted.
 - iii. Residents who are 21 years of age, and have a roommate who is under 21 years of age, may possess and consume alcohol in their room/apartment.
 - c. **Residents under 21 years of age**
 - i. Residents who are not 21 years of age or older may not possess, transport, or consume alcoholic beverages.
 - ii. Residents who are not yet 21 years of age, and who have a roommate who is 21 years of age or older, may allow the roommate to possess and consume alcohol in their room/apartment.
 - iii. Residents who are not 21 years of age or older may not have a guest (regardless of his/her age) who consumes alcoholic beverages in their room/apartment.
 - iv. Residents who are not 21 or older may not possess alcoholic beverage containers in their rooms/apartments.
3. **Drugs** – The unlawful use, possession, sale, delivery or distribution of marijuana or any narcotic drug, medicine, chemical compound or any other controlled substance is subject to University judicial action and may result in removal of the resident from on-campus housing.
4. **Smoking** – In accordance with Iowa law, smoking is prohibited on all University grounds and in all University-owned or operated buildings, residence halls and apartments, with the following exception:
 - a. In SUV, smoking is allowed in a limited number of SUV apartments. Smoking is only permitted inside those buildings only.
5. **Substance Free Areas** – Maple and Eaton Halls, and Lincoln, Palmer, Pennell, Lowe, and Stange Houses in Friley Hall are substance-free areas. Substances, including alcohol, tobacco and other drugs, are prohibited to all students in these areas, regardless of age.
 - a. Residents found responsible for violating the alcohol policy, including first offenses, will be removed from the substance-free living environment depending upon the severity of the violation. If there is no space available for relocation, an alternate sanction will be determined.
6. Residents found responsible for possession and/or consumption of alcoholic beverages, including behavior that is a result of alcohol consumption, will receive sanctions through the judicial system (section II.A.) and will be referred to the Student Counseling Center or the Thielen Student Health Center for alcohol assessment and/or screening. The student will be charged a fee for the assessment and/or screening.

B. ANIMALS IN ON-CAMPUS HOUSING

1. ASSISTANCE ANIMALS

- a. **Service Animals** – This policy is currently under review. This document will be amended once the policy has been finalized. In the interim, anyone with questions should contact the DOR Administrative Services office at 515-294-2900 or housing@iastate.edu.
- b. **Support Animals** – This policy is currently under review. This document will be amended once the policy has been finalized. In the interim, anyone with questions should contact the DOR Administrative Services office at 515-294-2900 or housing@iastate.edu.

2. PETS

- a. In the **Halls, Legacy, Maricopa-Walton, Frederiksen and SUV Non-Pet apartments**, you may have fish - limited to one aquarium with appropriate equipment - per contracted resident. The maximum aquarium capacity allowed is 30 gallons per room. All other organisms and pets, of any type, are prohibited. Visiting pets are not allowed.
- b. In **SUV Pet-Friendly Apartments**
 - i. Currently, apartments in UV buildings 121 – 125 and 145 – 163 and SV buildings 11 – 16 are designated as pet-friendly. Pets, other than fish (including visiting pets), are prohibited in all other SUV apartments.
 - ii. All pet-friendly apartments are billed at the pet rate regardless of pet ownership.
 - iii. In Pet-Friendly apartments, residents are permitted a **MAXIMUM of two (2) pets per APARTMENT.**

- iv. The DOR does not assign roommates in pet apartments. Regardless of pet ownership, residents of **SUV Pet-Friendly Apartments** will be required to maintain their apartment as PRIVATE until such time that they identify a roommate of their own choosing and that person officially checks-in. In SHARED pet-friendly apartments where one resident vacates, the apartment will revert to PRIVATE until the above conditions are met.

3. REQUIREMENTS FOR ALL ANIMALS IN ON-CAMPUS HOUSING

- i. All animals must be in compliance with City of Ames Animal Control laws, <http://www.cityofames.org/index.aspx?page=1199>.
- ii. Prior to checking in with an APPROVED assistance animal or pet in **SUV Pet-Friendly Apartments**, residents must submit a signed Animal in On-Campus Housing Agreement, a current photo of the animal, and proof that the animal is current on all Iowa required vaccinations. If this information is not provided, the resident will not be permitted to bring the animal into their assignment.
- iii. Pets must display current identification and vaccination tags at all times.
- iv. It is strongly encouraged that all non-service dogs go through obedience training (Ames Kennel Club <http://www.cckc-ames.com/>).
- v. All animals must be under the resident's immediate control and restrained, on a leash or in a carrier, at all times when outside of the apartment.
- vi. Animal feces must be disposed of properly. It is the owner's responsibility to remove feces from University property / grounds, dispose of it in a plastic bag, and then place that bag in outside garbage bins. Cleanup must occur IMMEDIATELY.
- vii. The owner will take all reasonable precautions to protect the property of the University and the residents. All liability for actions of the animal (bites, scratches, damages to property, nuisance barking etc.) is the responsibility of the owner.
- viii. If an animal threatens, attacks, or bites anyone or is determined by University staff to be dangerous, abandoned, neglected, or a nuisance the animal is subject to immediate removal from the community.
- ix. DOR maintains the right to conduct room / apartment inspections to assess facility conditions and animal welfare (section I.BB.2.g.).

C. APPEALS PROCESS FOR CHARGES – Residents may contest charges they have been assessed (not including contract cancellation penalties or room rates) according to the following process:

- 1. Appeals must be submitted within 30 days of notification of the charge.
 - a. In the **Residence Halls (Halls), Legacy, and Maricopa-Walton** residents receive an itemized notification to their ISU email account.
 - b. In **Frederiksen Court (Frederiksen)** and **Schilleter-University Village (SUV)**, appearance on the U-Bill constitutes notification.
- 2. Appeals must be submitted in writing, e-mail preferred
 - a. Appeals of **Halls, Legacy, and Maricopa-Walton** charges should be sent to housing@iastate.edu
 - b. Appeals of **Frederiksen** charges should be sent to frederiksen@iastate.edu
 - c. Appeals of **SUV** charges should be sent to apartments@iastate.edu
- 3. Appeals should contain the resident's full name, ISU ID number, room address, e-mail address and rationale as to why the resident is not responsible for the charge(s). Any supporting materials must also be submitted at this time.
- 4. Charge will remain on the resident's U-Bill during the appeal process. Only in the event of a successful appeal will a charge be removed or reduced.
 - a. Any late fee or penalty accrued due to late or non-payment is the responsibility of the resident.

D. BATHROOMS/RESTROOMS – You and your guests are not permitted to enter a bathroom/restroom labeled for use by persons not of your gender.

E. BICYCLE RACKS – The DOR provides bicycle racks for resident use near all residence halls and Frederiksen, and SUV. Bicycles must be parked in the bicycle racks provided. They must not be parked on lawns, sidewalks or disability access ramps; chained to trees, light poles, fences, benches, etc.

- a. **Bicycle Removal** - Bicycles / bicycle parts that are considered abandoned or improperly parked will be removed. This includes all bicycles / bicycle parts left parked in DOR racks following check-out at the end of the spring semester. If necessary to remove the bicycles / bicycle parts, locking devices will be cut.
 - i. Once removed, the bicycles / bicycle parts will be sent to Asset Recovery for sale/disposal.

F. BUILDING ACCESS AND SECURITY SYSTEM

- 1. Interfering with the security system is prohibited. Violations include but are not limited to tampering with locks and security cameras, disabling any lock or door; propping open doors that are to be locked and/or closed; exiting through doors marked "emergency exit only"; jamming a door to prevent it from opening or closing, tying doors shut; taping open locks or altering, loaning, or duplicating University keys or access cards.
- 2. Access to any closed residence hall during a scheduled vacation period, including summer, is allowed only through special arrangement with on-call staff. Access will result in a minimum \$20 charge for each instance.
- 3. Building exterior entrances, elevators, and some computer labs are monitored by security cameras. Footage will be used in University judicial cases and will be provided to authorities for use in criminal cases.

G. CHECK-IN, CHECK-OUT, AND ASSIGNMENT CHANGES – You are responsible for following all check-in, check-out and assignment change procedures. These procedures are posted on the DOR web site: <http://housing.iastate.edu/>.

- 1. **Check-In** – Failure to follow check-in procedures will result in a \$50 administrative charge.
- 2. **Check-Out** – Failure to follow check-out procedures and/or failure to check-out by the assigned deadline will result in continued accrual of housing and dining fees, a \$50 improper check-out charge, lock change charges and/ or cleaning and maintenance charges.
 - a. **Lock Change and Key Replacement Costs** - All keys issued to you must be returned at the time of check-out. Failure to do so will result in charges for lock change and replacement keys. A detailed list of costs is available on the DOR web site.
- 3. **Assignment Changes**
 - a. Occupying more than one room/apartment, except while in the process of conducting an assignment change is prohibited.
 - b. Under no circumstances will the DOR move one resident based on the request of another.
 - c. For changes initiated during the semester, once a new assignment has been selected, the resident must wait until 12:00 noon the following day before they are able to obtain keys to the new space. This provides an adequate amount of time for new roommates to be notified (via email) of the pending change.
 - i. Residents will have 72 hours to complete the change. Failure to complete an assignment change within 72 hours will result in release of the reservation.
 - d. For changes initiated for a future semester, check-in / out information and deadlines will be communicated via email and/or AccessPlus (A+), <https://accessplus.iastate.edu/>, by the DOR. Failure to follow these instructions may result in release of the reservation and administrative charges.
 - e. Within suites or apartments, bedroom changes must be initiated using A+. You must maintain possession of the keys to your assignment.
- 4. **Check out at end of the fall 2014 semester**
 - a. Residents **WITH** a spring 2015 contract are not required to check out.
 - b. Residents who will graduate at the end of fall must cancel their contract in A+ or submit a Housing Contract Cancellation Form.
 - c. **Halls Check-Out**
 - i. Non-graduating residents **WHO HAVE CANCELLED** the spring portion of their contract must check out by **12:00 noon on Saturday, December 20, 2014**.
 - ii. Graduating residents **WHO HAVE CANCELLED** the spring portion of their contract must check out by 6 p.m. **Saturday, December 20, 2014**.

- d. In **Frederiksen** and **SUV**, all residents **WHO HAVE CANCELLED** the spring portion of their contract must check out by 6 p.m. **Saturday, December 20, 2014**.
5. **Check out during Winter Break**
- a. Following the end of the fall 2014 semester, check-out is to be completed by the dates indicated in section I.G.4.
- i. Beginning **Sunday, December 21, 2014**, check out from a closed residence hall will result in a \$20 per hour charge. Access and/or check out will be regulated by the availability of staff. Contact the CA on duty for assistance.
- ii. In **Frederiksen** and **SUV**, check-out remains available according to normal procedures.
6. **Check out at end of the spring 2015 semester**
- a. Residents **WITH** a summer 2015 contract will be emailed information from the DOR Administrative Office regarding checking out of your current location and checking into your assigned summer location.
- b. **Halls Check-Out**
- i. Non-graduating residents **WITHOUT** a summer 2015 contract must check out by **12:00 noon on Saturday, May 9, 2015**.
- ii. Graduating residents **WITHOUT** a summer 2015 contract must check out by 6 p.m. **Saturday, May 9, 2015**.
- c. In **Frederiksen** and **SUV**, all residents **WITHOUT** a summer 2015 contract must check out by 6 p.m. **Saturday, May 9, 2015**
7. **Check out at end of the summer 2015 semester**
- a. Residents **WITHOUT** a fall 2015 contract must check out by **12:00 noon on Saturday, August 8, 2015**.
- b. Residents **WITH** a fall 2015 contract will be emailed information from the DOR Administrative Office regarding checking out of your current location and checking into your assigned summer location.
8. **Abandoned Property** – Personal property left in the room/apartment/common areas will be removed from the premises. Perishable items or items that are moldy, wet, or in poor condition will be discarded. All other items will be kept for 30 days from the date of move-out. At the end of 30 days, unclaimed items will be discarded, donated or sent to ISU Asset Recovery (<http://www.public.iastate.edu/~centrals/isusurplus.htm>). Determination of item condition / method of disposal is at the discretion of University staff. You will be charged the actual cost of removal, storage and disposal of personal property, with a minimum charge of \$50.
9. You will be charged for any damages and for cleaning necessary to return the room/apartment to the condition in which it was upon check in. This will be deducted from any refund to be paid to you.
- H. **CLEANING AND UPKEEP**
1. In the **Halls** you are responsible for maintaining cleanliness, sanitary conditions, and safety conditions of your room / suite, including microfridges in Wallace and Wilson, common living areas and private bathrooms. You may be charged a fee for areas kept in poor physical condition and requiring non-routine service from maintenance and custodial staffs at any time of year.
2. In **Frederiksen, Legacy, Maricopa-Walton** and **SUV**, you are responsible for maintaining cleanliness, sanitary conditions, and safety conditions of your apartments, including appliances, kitchens, bathrooms, common living areas and private bathrooms. Information on how to clean is available on the DOR web site and in your apartment community office. You may be charged at any time for areas kept in poor physical condition and requiring non-routine service from maintenance and custodial staffs.
- I. **DAMAGE, VANDALISM AND NEGLECT**
1. Residents are collectively responsible for the conditions of common areas, a house/hall/apartment building may be charged for non-routine service from maintenance and custodial staffs. This includes removal of personal trash, vomit and debris in hallways, dens and bathrooms and moving furniture back to its original location.
2. You will be held responsible for damages to DOR property that is caused by you or your guest(s). Willful destruction or defacing of University, private, or public property is prohibited. If you are found responsible for damage to property, you may receive judicial sanctions, as well as charges for replacement or repair of the damaged property. A list of common damages and associated charges is available on the DOR web site.
3. In the event of damages to any part of a building, including furnishings, the DOR reserves the right to assess students' U-Bills for replacement / repair costs. Prior to billing, the DOR will notify residents of its intent to assess charges and will make reasonable attempts to identify the person(s) responsible for the damage.
- a. If the responsible person(s) is identified, only those individuals will be assessed the cost of the damages to their U-Bills.
- b. In the **Halls**, if the responsible person(s) cannot be identified, charges will be assessed as follows:
- i. If the damage is limited to a particular House and the cost of the damage is less than the balance of the House account, the charge will be assessed to the House account.
- ii. If the damage is limited to a particular House and the cost of the damage exceeds the balance of the House account the charge will be split and assessed to the U-Bills of individual House members.
- iii. If the damage is in the common area of a building not associated with a particular House, the charge will be split and assessed to the U-Bills of all building residents.
- c. In **Frederiksen, Legacy, Maricopa-Walton**, and **SUV**, if the responsible person(s) cannot be identified, charges will be assessed to the U-Bills of residents in the impacted apartment / building.
4. You are encouraged to report vandalism, as well as any information that could help identify the responsible persons.
5. In **Wallace and Wilson Halls**, ceiling damage requires repair by a contractor specializing in asbestos repair. You will be assessed all costs for repair which are likely to exceed \$1000 (section I.CC.10.).
6. Retrieval of items dropped into an elevator shaft requires the services of a contracted, licensed elevator technician. If you drop items into an elevator shaft, you should contact your hall desk or apartment community office to report the issue. Options for receiving your items are as follows:
- a. During the next elevator service, typically once each semester, all items retrieved from the elevator shaft will be given to the associated hall desk / apartment community office. If your items are retrieved, you will be notified and your items will be returned to you at no charge.
- b. You can request a technician be called in specifically to retrieve your items. In this instance, you will be responsible for the full cost of the service call.
7. In **SUV**, inappropriate use of playground equipment, such as standing on swings or climbing on top of structures not designed for such purpose is strictly prohibited. Persons causing any breakage or damage resulting from misuse of equipment on SUV playgrounds shall be charged for its replacement or repair. Children should be supervised at all times.
- J. **DISPOSAL OF SHARP OBJECTS** – Due to the potential injury to employees handling trash, you must place objects such as razor blades, broken glass, and needles (hypodermic, sewing, etc.) in the provided sharps containers. Do not place any of these items in trash. In the **Halls**, these are located in house bathrooms and/or kitchen. Residents can request a sharps container for their room or apartments via the on-line Service Request system (<http://www.reservice.iastate.edu/>).
- K. **DISRUPTIVE BEHAVIOR** – Disruptive behavior in or around the residence halls/University apartments is not permitted. Disruptive behavior includes any of the following:
1. Conducting oneself in a manner so as to disturb or threaten others;
2. Threatening, intimidating, or endangering the health, safety, or welfare of yourself or a member of the University community;
3. Engaging in inappropriate behavior that necessitates an additional response from campus or city personnel.
- L. **DUES** – All on-campus residents are assessed, via the U-Bill, mandatory government dues each year. These dues contribute to programming, upkeep of community owned equipment and other community needs.
1. In the **Halls** residents are assessed **\$31 in dues each year**. The breakdown is as follows:

- a. Inter-Residence Hall Association (IRHA) = \$11.00
 - b. House Cabinet = \$10.00
 - i. House Cabinet dues may also be applied to the replacement / repair costs resulting from resident damage, vandalism, or neglect (section I.I.).
 - c. Hall Council = \$10.00
2. In **Frederiksen** and **Legacy** residents are assessed \$6 in dues.
3. In **Maricopa-Walton** and **SUV** residents are not assessed dues.
- M. FAILURE TO COMPLY** – You are expected to comply with the directives of DOR staff/University officials in the performance and scope of their duties. Failure to comply includes, but is not limited to: failure to show identification when requested to do so by an authorized DOR staff/University official, falsely identifying yourself or your guests, providing false information or obstructing an investigation. Failure to comply will result in disciplinary sanctions.
- N. FIRE ALARMS AND EQUIPMENT ABUSE**
- 1. Tampering with alarms or fire equipment is prohibited. Violation of this policy includes, but is not limited to: removing of batteries from smoke alarms/detectors, covering smoke alarms/detectors, removing glass box hammers, removing a fire extinguisher from its prescribed location, discharging a fire extinguisher for any purpose other than putting out a fire, activating an alarm absent an emergency situation, tampering with smoke door or Knox boxes (small boxes attached to the exterior of the buildings), hitting sprinkler heads, hanging items from sprinkler heads, etc. Violations of this policy may lead to immediate removal from the residence facilities.
 - a. Should a sprinkler be set off, whether accidentally or intentionally, the resident will be responsible for all costs associated with the incident, including any damage caused as a result.
 - 2. You and your guests are required to evacuate the building when a fire alarm sounds. You may reenter the building only when fire department staff gives permission to do so.
 - 3. Violations of this policy may lead to immediate removal from the residence facilities and cancellation of the housing contract. Students found responsible for the violation of the policy will be held responsible for repair or replacement costs.
- O. FLAMMABLE FLUIDS AND TOXIC CHEMICALS** – Because of the safety hazards they represent, the use or storage of flammable/toxic fluids, chemicals, gases and/or dry ice is prohibited. Smoke and fog machines are also prohibited.
- P. GARDENING** – In **SUV**, inside the fenced-in patio area of UV, small flower and vegetable plants are allowed. Plants may not extend outside the fenced-in patio area. Outside planting is not allowed in Schilleter Village (SV). Residents wanting to plant a garden are encouraged to rent a garden plot from the SUV Council.
- Q. GRILLS** – In **Legacy**, gas grills, charcoal grills, and smokers are prohibited within the apartment, on the balconies/patios, and in garage areas.
- R. GUEST/VISITATION**
- 1. Only those residents contracted and assigned to a specific room/apartment are permitted to live there.
 - 2. A guest must abide by all policies of Iowa State University (ISU), the DOR, and the Halls / Houses (if specified). You are responsible for informing your guest of all policies. The guest and host are mutually responsible for the conduct of the guest. You will be held financially responsible for damages caused by your guests.
 - 3. All guests must be respectful of all roommate and community member rights.
 - 4. The guest/visitation policy is gender-neutral.
 - 5. Overnight guests may stay with the approval of the roommate(s) for a maximum of three (3) consecutive nights.
 - 6. Overnight guests are not allowed during semester breaks.
 - 7. In the **Halls**:
 - a. Roommates can agree to record the guest/visitation decisions made for their room by completing a Roommate Agreement. The Roommate Agreement must be completed, signed and filed with the CA before it goes into effect. The Roommate Agreement can be re-negotiated as necessary. Violation of the Roommate Agreement may be handled through the judicial system.
 - b. Accompanied guests are welcome at any time in designated common spaces such as house dens, kitchenettes, computer labs and study areas. Houses can agree on a more restrictive visitation policy by following the process outlined in House Policies (section I.T.).
- S. HALL/HOUSE NAMES** – In the **Halls**, no use of the hall/house name is permitted without prior approval of DOR staff. Designs for hall/house signs, elevators, murals, and T-shirts must be submitted to the hall director for approval.
- T. HOUSE POLICIES** – In the **Halls**, each house has the responsibility to establish policies for Quiet/Study/Courtesy hours, Guest/Visitation and use of Incense. Students and guests will be held responsible for following house policies as they are established in each house. Failure to adhere to house policies may result in disciplinary action.
- 1. **Policy Guidelines** – Policies established by individual houses must follow these guidelines:
 - a. The policies will be written and voted on within the first 30 days of fall semester.
 - b. The policies will be established by a secret ballot vote. Each policy must have the approval of an 80 percent majority of all residents assigned to the house at the time of each vote.
 - c. A new vote on house policies will be taken at the request of any house member.
 - d. Each policy must be approved and signed by the hall director.
 - e. Copies of currently approved house policies must be posted on the house bulletin board at all times throughout the year.
 - f. Copies must be filed with the CA, Hall Director and House Cabinet.
 - g. Any house not following the above guidelines will not have house policy privileges until the guidelines have been met.
 - h. Special interest housing (Learning Communities, theme houses) may have policies that are unique to the living option. In order for members of the house/hall to fully benefit from the experience of living in a special interest housing/hall, you and your guests must follow the house/hall policies.
- U. INCENSE**
- 1. Marijuana-scented incense is not permitted.
 - 2. In the **Halls**, houses can agree on a more restrictive incense policy by following the process outlined in House Policies (section I.T).
- V. ITEMS LEFT IN COMMON AREAS** – The placement of personal items, including DOR-provided student room/apartment furnishings, is prohibited in the hallway, house den, computer lab, lounges, stairwells, elevators, SV basements, etc.
- W. KEYS, BUILDING ACCESS CARDS, AND LOCKS**
- 1. You are responsible for all keys, fobs, and access cards issued to you. You may not give your keys/fob/access card to another individual to use. You may not have duplicate keys/fob/access cards made.
 - 2. If you damage or misplace your keys/access card, notify your CA or Hall desk / apartment community office immediately.
 - a. You may use A+ to deactivate your access card at any time. To obtain a new access card, you must visit the ISUCard office, located in Beardshear Hall, for a replacement.
 - 2. You may visit your Hall desk / apartment community office at any time to request a lock change. Depending on the circumstances, if you request a lock change when the maintenance staff is not working there will be overtime charge, in addition to the lock and key charges (section I.G.2.a.).
 - 3. Only the DOR has authority to change or install locks in University operated/owned housing.

- X. LIABILITY FOR PERSONAL PROPERTY OR INJURY** – Although ISU will make all reasonable efforts to protect student property, neither the University nor the DOR is in any way liable for the loss or theft of, or damage to, any property belonging to you or for injuries sustained by you, your roommate(s), or your guests.
1. The University is not responsible for damage or injury that may be sustained by you caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the University.
 2. ISU does not carry insurance on you or your property. You are encouraged to review any existing homeowner's insurance policies for coverage or to carry your own Renters Insurance. If you are found responsible for damages, you will be held liable, financially or otherwise, for all or any portion of the loss.
- Y. LOCKOUTS**
1. In the **Halls**, residents locked out of their rooms can contact a CA for their building or visit the Hall desk to receive a loaner key.
 2. In **Frederiksen** and **SUV**, during regular office hours, residents locked out of their building, apartment or bedroom may visit their apartment community office for assistance. There are no charges for lock outs occurring during office hours.
 - a. In **SUV**, when the office is closed residents may contact the CA on call for assistance.
 - b. In **Frederiksen**, when the office is closed residents may contact the CA on call for assistance. A record of lockouts will be kept by the Frederiksen Office. You will be permitted one (1) free after-hours lockout during a contract period. After the first lockout, you are charged \$25 for all after-hours building, apartment or bedroom lockouts.
 3. All loaner keys must be returned within seven days or a lock change will be ordered
- Z. MISSING PERSONS**
1. If University staff has sufficient cause to believe a student is missing they will notify the ISU Police. For the purpose of this policy a student is considered missing when the student's whereabouts are unknown (and unexplained) for a period of time that would be unusual, suspicious or of concern by people familiar with the students plans, habits or routines.
 - a. After investigating, if it is determined the student has been missing for more than 24 hours the University Police will contact the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing.
 - b. If the student is under the age of 18 the custodial parent will be notified.
 2. At the time that a student initially registers for classes or is accepted as a resident in University housing, the student will be given an opportunity to designate an emergency contact in the event the student is missing. This information can be updated at any time by the student.
 - a. Students will be provided confidential means to designate such individuals and to update their designations using the Emergency Contact Information page in A+ which contains a special section for students to provide missing person contact information. This confidential contact information will be accessible to authorized campus officials and law enforcement and will not be disclosed outside of the missing person investigation.
- AA. RESIDENCE HALL QUIET/STUDY/COURTESY HOURS**
1. Courtesy hours are in effect 24 hours per day to help create an environment in which students can successfully pursue their academic studies. Noise from audio systems, TVs, musical instruments, and conversations should be kept to levels that will not interfere with other residents.
 2. Quiet/study hours are designated times when noise should be kept to a minimum. These hours are maintained to help provide an environment in which students can succeed personally and academically. The minimum acceptable quiet/study hours are listed below:
 - a. Sunday–Thursday 11 p.m.–8 a.m.
 - b. Friday–Saturday 2 a.m.–9 a.m.
 3. Houses can agree on additional quiet/study hours that are enforced by residents and staff by following the process outlined in House Policies (section I.T.)
 4. Extended quiet/study hours will be in effect during Dead and Finals Weeks. A study break, not to exceed one hour, may occur between 9 p.m. and 10 p.m. daily during those weeks, except for the Saturday right before finals week in which the house may allot a 4 hour block of time ending before 10 p.m. for a study break. Each hall will determine, within these limits, when its study break will be. During the study break, all policies will be enforced; noise should not exceed levels deemed acceptable during courtesy hours. Each house will post its approved quiet/study hours policy.
 5. You are responsible for helping to enforce quiet/study hours. If noise is problematic for you, ask the individual involved to be quieter. Students who are asked to make less noise are expected to do so. If the problem persists, contact your CA or the CA on duty. Anyone may document policy violations. For information on the documentation process, talk to your CA or hall director.
- BB. ROOM/APARTMENT ENTRY**
1. The DOR respects your desire for privacy. This policy defines the conditions under which the DOR may exercise the reasonable, restrained contractual right of entry by authorized staff members without violating your fundamental privacy rights.
 - a. Authorized staff members or their agents who may enter your room/apartment include all DOR staff and ISU Police. Non-employees will not be permitted to enter your room/apartment unless you are present and give your consent
 2. **Rooms/Apartments may be entered under the following conditions:**
 - a. To provide service or conduct inspection for the purposes of cleaning, maintenance, pest treatment, etc.
 - b. To conduct safety inspections or to ensure that proper closing procedures have been followed in buildings that close during break periods.
 - c. To aid in the evacuation of a building during a fire alarm or drill.
 - d. To manage an emergency in which imminent danger to life, safety, health, or property is reasonably feared. The DOR retains the authority to determine what constitutes an emergency.
 - e. To maintain an environment that facilitates the scholarship of other residents, including, but not limited to: turning off an alarm, audio system, television or any other unattended item that is causing a disturbance.
 - f. To assess instances in which a resident may have permanently vacated or abandoned their space.
 - g. In locations where animals are present, to review facility conditions, to verify the number of animals present, and to assess the welfare / living conditions of the animal(s).
 3. **Room/Apartment Entry Procedures and General Information**
 - a. In the event of emergency, entry in to your room/apartment may be made without prior notification.
 - b. For all other situations, you will be given at least 24 hours prior notification that staff will enter your room/apartment. The reason for entry will be listed in the notification.
 - i. Notification types include, but are not limited to: e-mails, newsletters, postings on room/apartment doors or bulletin boards.
 - ii. If you submit a service request, your request is considered notification and entry may occur at any time following the request.
 - c. Discretion will be used by all staff conducting entry. Before entering using a key, staff will make reasonable efforts to locate the occupant(s). They will knock, announce themselves and provide sufficient opportunity for you to open the door. If no response is received, your room/apartment may still be entered.
 - d. The contents of closed wardrobes, closets, desks or dresser drawers, trunks, luggage, etc., will not be inspected. If noticed during entry, the presence of any illegal materials (e.g., drugs) or items that pose an immediate danger to the health or safety of residents will be communicated to appropriate staff to arrange for removal. You will receive written notification of this action.
 - e. You will receive summary notification regarding the entry of your room/apartment in the following situations:

- i. Following any unannounced entry by DOR staff.
 - ii. Following maintenance visits, a note will be left detailing who entered the room/apartment, the reason for entry, the work performed and the status of the job.
4. **Search Warrants** – A University official may not consent to the search of your room/apartment by the police or other government officials unless he or she has a legal search warrant. This policy is intended to serve as a basis for management operation in an area that requires a delicate balance between constitutional rights and group welfare. This policy will serve as a guide, but effective implementation depends upon the good judgment of all parties involved.

CC. ROOM/APARTMENT PERSONALIZATION

1. Appliances

a. Prohibited Appliances

- i. Due to fire and safety hazards, personal space heaters, halogen torchiere lamps, and sun lamps may not be used in resident rooms/apartments. No light fixtures, ceiling fans or other electrical appliances are to be hung or installed on ceilings or walls.
- ii. **Air Conditioners** - You are not permitted to use or install your own window air conditioner units. You are permitted to use a freestanding, evaporation type, room cooler if the unit does not require ventilation to the outdoors and does not draw more than 3.5 amps
- iii. In **SUV**, you may not install any type of clothes dryer in UV apartments. Only 110- or 220-volt electric dryers are permitted in SV basements.
- iv. In **SUV**, for fire and safety reasons, you are not permitted to cover the burners or air vents at the rear of the stove or any other parts with aluminum foil or any other material. You must also keep your stove/range clean and free of grease build-up.

b. Refrigerators

- i. In the **Halls**, refrigerators with the following specifications are allowed: maximum capacity of 4.5 cubic feet, 115 volt, 60 cycle AC, 230 watts, 2 amps (when running). Only one refrigerator per student is allowed.
- ii. In **Frederiksen, Legacy, Maricopa-Walton** and **SUV**, a full-size refrigerator is supplied in each kitchen. Additional refrigerators, freezers or other large appliances with the following specifications are allowed: maximum capacity of 4.5 cubic feet, 115 volt, 60 cycles AC, 230 watts, 2 amps (when running). Only one refrigerator or freezer per student is allowed.

2. **Candles and Open Flames** – For safety reasons, candles with wicks and other open flame devices are not permitted. Wickless candles / warmers are permitted.

3. Clotheslines

- a. In the **Halls** and **Frederiksen**, clotheslines are not permitted in student rooms/apartments or in common areas.
- b. In **SUV**, a location for resident-owned umbrella-type or freestanding clotheslines is provided in each **UV** enclosed patio. In **SV**, outdoor umbrella-style clotheslines are not permitted. You are not permitted to attach any type of clothesline or ropes from the building or fence.

4. **Electrical Cords** – The use of extension cords as permanent wiring is not permitted. Surge protectors should be used in rooms/apartments. If student electrical use within a room/apartment causes electrical malfunctions, you may be asked to rearrange or remove items.

5. Furnishings

- a. In the **Halls**, each resident is provided a bed, mattress, desk, chair, clothing unit (typically a dresser and/or wardrobe), and waste basket. It is recommended that you use only the bed provided by the University. Beds provided are of two types: lofted or unlofted. In rooms where a loft is provided, you are not permitted to substitute your own personal loft.
- b. In **Frederiksen**, apartments include a sofa, chair, end table, coffee table, table lamp, floor lamp, and barstools in the apartment's common space. Provided appliances include: dishwasher, microwave, refrigerator, stove/range, garbage disposal, and washer/dryer. Additionally, each resident is provided with a bed, mattress, desk, chair, file caddy, dresser (or equivalent) and a wardrobe in their bedroom. In the 2-bedroom shared apartments, beds are lofted and include bed rails and ladders. Private bedrooms are equipped with captain's beds (beds with drawers in the base). You are not permitted to substitute your own personal loft for the bed provided.
- c. In **Legacy**, apartments include a sofa, chair, end table, coffee table, dining table and dining chairs in the apartment's common space. Provided appliances include: dishwasher, microwave, refrigerator, stove/range, and garbage disposal. Additionally, each resident is provided with a bed, mattress, desk, chair, and dresser in their bedroom.
- d. In **Maricopa-Walton**, apartments include a sofa, chair, end table, coffee table, dining table and dining chairs in the apartment's common space. Provided appliances include: dishwasher, microwave, refrigerator, stove/range, garbage disposal, and washer/dryer. Additionally, each resident is provided with a lofted bed, bed rails and ladder, mattress, desk, chair, file caddy, and dresser in their bedroom. You are not permitted to substitute your own personal loft for the bed provided.
- e. In **SUV**, with the exception of 30 single student apartments in the UV area, all SUV units are non-furnished. Furnished apartments include a kitchen table and chairs, sofa and armchair, coffee table, end table/nightstand, and TV cabinet/stand. Provided appliances include: refrigerator and stove/range. Each resident is provided with a captain's bed, mattress, desk and desk chair. You are not permitted to substitute your own personal loft for the bed provided.
- f. **Outdoor Furnishings**
 - i. Only outdoor equipment / furniture that is weather-resistant and commonly sold as lawn / patio furniture may be used on balconies / patios.
 - ii. In **Maricopa-Walton** and **SUV**, resident-owned swing sets are not allowed. You are responsible for keeping the yard areas free of garden hoses, children's toys, wading pools, and other items that would interfere with the upkeep or mowing of lawns. The DOR is not responsible for items damaged by mowing or snow removal.
- g. With the exception of mattresses in appropriately constructed lofts (section I.CC.5.1.), the feet/legs/bottoms of all furniture must remain on the floor at all times and may not be stacked or raised onto platforms.
- h. Generally, storage is not available for residents who wish to use their own, rather than the University provided, furniture.
 - i. In the **Halls**, residents may contact their CAs to see if any house storage is available. Residents opting to use storage will be required to sign a Storage Policy and Agreement form. All resident storage locations are shared space and storage of items is at your own risk.
- i. Residents bringing their own / additional furniture should be aware that empty and/or filled kegs are not allowed as furniture. Waterbeds and hot tubs are not permitted, nor are traffic/street signs without proof of purchase.
- j. University-owned furniture may not be removed from common areas to be used in student rooms/apartments.
- k. Upon check-out all University provided furniture must be returned to its original location and condition. The cost of missing or broken furniture will be charged at the full replacement rate.
- l. **Lofts/Bunks** – If you live in a location where personal lofts are permitted (sections I.CC.5.) and you choose to provide your own bunked/lofted bed, the University assumes no liability and you are fully responsible for any injury or damages that may occur. You will be required to sign a waiver of liability agreement if you have a bunk bed or a loft bed, whether it is your own or provided by the University. Please note: some metal bed frames cannot be bunked. If you choose to provide your loft, the structure must follow these minimum standards:
 - i. Be 36 inches from the bed platform to the lowest part of the ceiling;
 - ii. Be 24 inches from any smoke detector or sprinkler head;
 - iii. Be freestanding;
 - iv. Not be attached to any wall, ceiling, or furniture;
 - v. Have an installed ladder made of metal or wood construction (other furniture may not be used as a step stool);
 - vi. Have an installed side rail designed to prevent you from rolling out of the bed. The top of the safety rail must be 5 inches above the top of the mattress;

- vii. Not be wider than the size of one student mattress;
- viii. Be constructed of metal or wood. Fabric cannot be suspended from or around the loft;
- ix. Not restrict exit from any portion of the room or be a safety hazard to persons walking around the room;
- x. Allow the door to open perpendicular to the door opening, and at least 22 inches must be allowed for exiting from any interior room arrangement.
- xi. Be used solely for holding one student mattress.

6. Material on Doors – The display of material on the exterior of room/apartment doors is subject to the conditions of community leadership.

- a. In the **Halls and Legacy**, copies of this policy may be obtained from the Inter-Residence Hall Association (IRHA) Website: <http://www.irha.iastate.edu/>.
- b. In **Frederiksen, Maricopa-Walton, and SUV**, guidelines are available from the respective apartment community offices.

7. Painting, Wall Papering and Decals

- a. Wall papering is not permitted in any room/apartment.
- b. Wall murals are not permitted in and rooms/apartments.
 - i. In the **Halls**, Houses who wish to paint community murals may obtain a copy of the House Personalization Policy for painting elevators and hallways from their CA or Hall Director.
- c. In the **Halls**, you may paint your room walls (except in new or recently renovated buildings) if it was not painted the summer prior to the current academic year. Only paint provided (free of charge) by the DOR may be used. Contact the Service Center (294-3322) for details. Woodwork may not be painted.
- d. In **Frederiksen, Legacy, and Maricopa-Walton**, you may not paint your apartment walls. If you believe your apartment needs painted, you may submit an on-line Service Request.
- e. In **SUV**, you may paint your apartment walls if the apartment was not painted the summer prior to the current academic year. Only paint provided (free of charge) by the DOR may be used. Contact the Service Center (294-3322) for details. Woodwork may not be painted. Additionally, adhesive shelf liner may not be used and bathtub decals are not permitted.

8. Satellite Dishes and Antennas

- a. In the **Halls, Frederiksen Court, and SUV**, digital cable television service is provided, at no additional charge to residents, through Mediacom (http://www.mediacomcc.com/cable_tv.html). If you are interested in receiving channels not available in the package provided by the DOR, contact Mediacom to purchase additional packages.
 - i. TVs that do not have a built-in digital tuner will need a Digital Adapter to receive digital service.
- b. In **Legacy and Maricopa-Walton**, cable television is provided, at no additional charge to residents. For more information on providers and additional channels / packages, please visit your apartment community office.
- c. Satellite dishes and antennas are not permitted.

9. Trees – Cut trees (e.g., Christmas trees) are not permitted.

10. Wall and Ceiling Hangings

- a. In the **Halls, Legacy, and Maricopa-Walton**, you may put up wall hangings, using an adhesive such as 3M Command Strips, Sticky Tack or poster putty as long as it does not damage the surface of the wall or leave a residue. To prevent damage to the room and its furnishings, nails, screws, and tacks are not to be used.
- b. In **Wallace and Wilson halls**, there is a small amount (5%) of asbestos encapsulated in the ceilings in Wallace-Wilson. This presents no danger AS LONG AS THE CEILING IS NOT DAMAGED.
 - i. Nothing should come in contact with the ceiling. This includes posters, stars, lights, cords, tape, lofts, etc.
 - ii. All lofts must be freestanding. No part of a loft should come in contact with the ceiling.
 - iii. DOR and Environmental Health and Safety staff members will periodically inspect all rooms for compliance and damage (section I.BB.).
 - iv. Ceiling damage requires repair by a contractor specializing in asbestos repair. You will be assessed all costs for repair which are likely to exceed \$1000.
- c. In **Frederiksen and SUV**, pictures and mirrors may be hung on the painted walls with nail-type picture hangers available in your apartment community office. You may also use 3M Command Strips, Sticky Tack or poster putty as long as it does not damage the surface of the wall or leave a residue. Other adhesive picture hangers, tacks, or screws are not to be used. You may not insert hooks in the ceiling nor attach anything to doors, cupboards, or wood trim.

11. Window Coverings

- a. In the **Halls, Legacy, Maricopa-Walton and Frederiksen**, window covering (curtains or blinds) are provided in all student rooms and apartments. You may install additional window coverings using tension rods only.
- b. In **SUV**, vertical blinds are provided for UV patio door windows. You may furnish mini-blinds, vertical blinds and spring tension rods for other windows in SV and UV apartments. Installation of hardware for blinds must be done by DOR staff. Call the Service Center (294-3322) to request the installation. Staff does not repair broken or damaged blinds that are not provided by the DOR.

DD. ROOM/APARTMENT USE – You may not use your room/apartment, campus telephone number, ISU email, or campus mailbox for any commercial reason. You are not permitted to sublet or assign your room/apartment.

EE. ROOMMATES

1. Respect is the foundation for interchange of ideas, for learning and for working toward common goals. Consequently, ISU is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation (including gender identity), status as a U.S. veteran (disabled, Vietnam or other), or any other status protected by University policy or local, state, or federal law. Discrimination and harassment impede the realization of the University's mission of distinction in education, scholarship, and service, and diminish the whole community.
2. Living in the on-campus is a community living experience where all members have certain rights and responsibilities. Since the members of a residence hall / apartment community are unique individuals with different perceptions and values, the interpretation of these rights and responsibilities can sometimes conflict. When conflict between members of a residence hall community occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is not easy, it can lead to understanding, respect among community members, and help build a positive living environment. In order to encourage resolution of conflict by the individuals involved, the Resident Consideration Policy was established.
3. **Resident Consideration Policy**
 - a. A resident is expected to be the first person to handle the situation when his/her or the community's rights are being violated.
 - b. If, after addressing the inappropriate behavior of another individual, he/she does not attempt to alter his/her behavior then the resident should take steps to visit with his/her CA and work out alternatives
4. **Accommodating a Roommate**
 - a. Residents assigned to rooms, suites and apartments that are not filled to capacity, and who have not been given permission to have their assignment as a Double as Single, Triple as Double or Private Apartment, are required to keep the vacant space ready for a new roommate at all times. A clean, clear and equitable amount of space must be available, including bed, closet, desk, and floor space. In locations with bathrooms and/or kitchens, this includes shelves, cupboards, counters and appliances.
 - b. Residents who do not maintain the vacant space in their room / suite / apartment clean and available and/or who refuse to accept a new roommate when one is assigned will face the following consequences:

- i. The vacant spaces will be converted to a Double as Single, Triple as Double or Private Apartment retroactive to the start of the contract or the date the vacancy occurred, whichever came first. The remaining resident(s) will be responsible for paying the additional fees associated with that assignment status. This status will remain effective until such time that the resident finds their own roommate.
 - ii. The DOR, based upon occupancy levels, may opt to terminate the contract of the resident, in which case the resident will be responsible for all applicable penalties according to the date of termination.
5. **New Roommate Notification** – When a new resident has selected or is assigned to a partially-occupied room/apartment, when possible, the DOR will make best efforts to notify current residents of this new roommate in advance of their arrival. Notification is done via your ISU email account.
6. **Vacant Space** – Residents with vacant space should expect to have new roommate(s) and should check their ISU e-mail and A+ for new roommate information (if available). Residents may not use space they have not contracted for and must ensure that equitable common area space is available for all roommates.

FF. SALES, SOLICITATION, AND DELIVERY

- 1. In the **Halls, Legacy, and Maricopa-Walton**, direct to room-door delivery is not permitted at any time.
- 2. In **Frederiksen and SUV**, (where applicable) during times that building doors are unlocked, direct to apartment-door delivery is permitted. When building doors are locked, direct to apartment-door delivery is not permitted.
- 3. Door-to-door sales and solicitation are not permitted in any on-campus location.
 - a. Solicitation shall be defined as any commercial, profit-making, campaigning, or fund-raising activity. You may not use your room/apartment, campus telephone number, or campus mailbox for any commercial reason. Student organizations wishing to solicit in the halls or apartment communities must be registered with and have the prior approval of the Student Activities Office and the DOR Residence Life Office.
- 4. Due to the large amount of information disseminated by various groups to students living in the halls, guidelines have been established for the use of student and house mailboxes. Individuals or groups wishing to use these mailboxes must follow the procedures and guidelines outlined by the DOR. These guidelines are available at the hall desks and on the DOR's Web site.
- 5. Special interest activities, such as political or religious activities, or recruitment for organizations, which involve petitioning, canvassing, registration, campaigning, and/or other similar activities, shall be permitted only upon authorization from the Student Activities Office and the Residence Life Office and only in non-student room/apartment areas of the halls and apartment communities. When conducting such activities, individual(s) or group(s) may not impede traffic through the area or approach students in dining service lines. Individual(s) or group(s) will not be permitted to campaign door-to-door, nor will they be permitted to use the residence hall mailboxes for campaign literature (unless individually addressed). Through registration with the appropriate offices, the sponsoring organization agrees to abide by the established procedures of the building or neighborhood. Members should have a copy of the approval form with them at all times. Organization members not adhering to the guidelines will be asked to leave the area immediately. If a house extends an invitation to a candidate, or any other individual, that person may visit the house to which he or she was invited and no other house.

GG. SPORTING ACTIVITIES

- 1. Due to safety and facility concerns, water fights and throwing Frisbees, balls, or other objects is prohibited in or around the halls and apartments.
- 2. Roller skates, roller blades, and skateboards are permitted on campus sidewalks. Roller skates, roller blades and skateboards are not permitted on or in University structures or buildings, on stairways, sub-walks, elevated sidewalks, access ramps, steps, retaining walls, handrails or other architectural elements, on or in planting, grass or seeded areas, or where otherwise prohibited by sign, peace officer or other authorized traffic director. Any person on roller skates, roller blades or a skateboard must yield the right-of-way to any wheelchair or other mobility assistance device for the disabled, pedestrian or bicycle.

HH. TECHNOLOGY USE

- 1. **Excessive Usage** – To ensure equitable internet access/availability for all residents, the DOR monitors bandwidth usage on Residential Networks. If your bandwidth usage exceeds reasonable limits, you will be contacted and asked to reduce your usage.
- 2. **Wireless Routers**
 - a. In the **Halls and Frederiksen**, due to Residential Network signal interference, you are not permitted to set up your own wireless router. If a wireless router is tracked to your IP address, you will be contacted and asked to disable your wireless radio. If you already own a wireless router and prefer to keep your router for Ethernet networking, disable your wireless radio. Consult the manufacturer of your router for directions.
 - b. In **Legacy, Maricopa-Walton, and SUV**, wireless routers are permitted.
- 3. **Suspension of Service** - Failure to comply with requests to lower usage or disable a wireless radio will result in suspension of your access to Residential Networks. You will be charged a \$50 reconnect fee to reestablish access.

II. TRASH AND RECYCLING

- 1. **Trash** - You are responsible for removing trash from your room/apartment. Trash should be disposed of in the trash chutes (where applicable) or in the dumpsters provided outside of the buildings. Disposal of items that are too large to fit into the dumpsters is the responsibility of the resident. Hot charcoals may not be placed in the trash.
- 2. **Recycling** - You are encouraged to participate in your community's recycling program, following that community's procedures which include using the appropriate containers, not contaminating those containers and keeping the recycling area clean and safe.

JJ. WEAPONS

- 1. Anyone who uses, threatens to use, or is found in possession of a weapon or potential weapon may be removed from on-campus housing immediately. This removal could be temporary, or may result in a permanent cancellation of your contract, depending on the severity of the situation and the outcome of an administrative investigation and/or judicial hearing.
- 2. Weapons include, but are not limited to: pistol, revolver, shotgun, assault rifle, rifle or other firearm, BB or pellet gun (including Airsoft), paintball, tazer or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, knife having a blade exceeding five inches in length, stiletto, switchblade knife, or sword.
- 3. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (e.g., a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or an object used in a manner that created the impression that the object was such an instrument (e.g., wrapping a hand in a towel to create the appearance of a gun).
- 4. You may possess knives, designed for cooking purposes, which have blades exceeding five inches.

KK. WINDOWS, WINDOW SCREENS, BALCONIES AND LEDGES

- 1. Screens must be left on windows, and there must be a screen covering all open windows. You may not lean or reach out of windows where screens are not in place.
- 2. Windows must be closed when you leave during breaks.
- 3. You are prohibited from:
 - a. Standing on, sitting on, or leaning over window ledges and balconies.
 - b. Entering or exiting a building through a window.
 - c. Using window ledges or balconies as storage.
 - d. Throwing items out of windows or off balconies.
- 4. You will be held liable for property damage and personal injury resulting from items being thrown / falling from windows, ledges or balconies.
- 5. You are not permitted to access the roof of any residential building at any time.

II. DISCIPLINARY PROCEDURES

As a resident of University housing, you are under the jurisdiction of the DOR and the guidelines published in the Student Disciplinary Regulations. Sanctions imposed by DOR staff, the All-Residence Judiciary, or the Office of Judicial Affairs are binding.

If you are found responsible for violations of the rules and regulations of the DOR set forth in the *Terms and Conditions* document, this Policy Handbook, or the Student Disciplinary Regulations, you may receive a disciplinary sanction resulting from a judicial hearing, including possible termination of your Housing and Dining contract and/or suspension or expulsion from the University.

A. Sanctions – The following sanctions may be imposed in all minor cases.

- 1. Warning:** A written notice indicating that a minor violation occurred and a more severe sanction will occur if the behavior does not change.
- 2. Disciplinary Reprimand:** A written rebuke telling the student that his/her conduct is in violation of Residence rules and regulations.
- 3. Probation:** A more severe sanction than a disciplinary reprimand. Probation is a period of review during which the student or student organization must demonstrate the ability to comply with Residence rules, regulations, and other requirements stipulated for the probation period.
- 4. Education:** A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
- 5. Restitution:** A requirement to pay the cost of cleaning, repair and/or replacement of property damage incurred during conduct violation, to another student or DOR.
- 6. Deferred Removal:** A more severe sanction than Probation. Deferred removal is a period of review during which the occurrence of another violation will result in cancellation of the student's residence contract.
- 7. Termination of Housing Contract:** A student may be removed from a residence hall or apartment. The student's access to specific living or dining areas may be restricted as part of the sanction.
- 8. Alcohol Assessment/Screening:** Residents found responsible for possession and/or consumption of alcoholic beverages, including behavior that is a result of alcohol consumption, will receive sanctions (above) through the judicial system and will be referred to the Student Counseling Center or the Thielen Student Health Center for alcohol assessment and/or screening. The student will be charged a fee for the assessment and/or screening.

B. If you receive a disciplinary sanction of removal from on-campus housing, you must leave within the time frame stated in the judicial sanction letter following formal acceptance of that decision by the DOR. If you appeal the decision, you may be reassigned to another living space on campus, pending the outcome of the appeal. Your original space will not be reassigned until the completion of the appeal process.

C. Under special circumstances, in order to provide for the safety and well-being of students and/or others, an administrative emergency removal and restriction from University owned residence hall and on-campus apartment facilities may be implemented as an interim step before a judicial hearing takes place. This removal will remain in effect until the case has been adjudicated. In a case such as this, referral will be made to the Office of Judicial Affairs. The Office of Judicial Affairs will adjudicate the case in a timely manner. You may contact the Office of Judicial Affairs if you have questions about the process. The following violations are considered significant violations of community standards and would normally result in a student's suspension for University residence halls and apartments.

1. Harassment, including verbal or physical assault/abuse Conduct that threatens or endangers the health and safety of others
2. Possession of firearms
3. Arson, tampering with the fire alarm system
4. Possession/selling/ manufacturing of drugs

D. If your Housing and Dining contract is terminated due to judicial action, your prepayment will be forfeited; you will be charged 80 percent of the remaining value of the Housing and Dining contract (less Dining Dollar\$, which cannot be cancelled) and the daily rate until you officially check out. Charges for damages, cleaning, and improper check out may be imposed.

E. Student Rights

1. Right to due process in the student judicial process;
2. Right to receive a written notice of the alleged student conduct violation;
3. Right to a student judicial hearing;
4. Right to be present at the hearing;
5. Right to present documentary, testimonial, or physical evidence at the hearing;
6. Right to remain silent during the hearing;
7. Right to have an advisor(s) present at the hearing;
8. Right to receive a written notice of the conduct decision within five (5) business days after a final decision has been rendered by the hearing officer;
9. Right to appeal a final decision;
10. Right to review student disciplinary file maintained in the Office of Judicial Affairs by scheduling an appointment with a Judicial Affairs representative.