

Student's Responsibilities and Rights for Residence Halls & Dining Services 2009 — 2010 Academic Year

Residence Life Civility Statement

The Department of Residence Life & Dining Services at the University of Wyoming is committed to assuring a fair and just environment for all individuals within the academic community. In pursuit of this goal, the principles of impartiality, equity, and reciprocity (treating others as one would desire to be treated) are fundamental. A crucial aspect of promoting fairness is demonstrating an appreciation for human differences while opposing intolerance, hate-related behavior, and bigotry. Important human differences include, but are not limited to, characteristics such as age, culture, ethnicity, gender, disabling condition, race, religion, or sexual/affectionate orientation. (Modified from the American College Personnel Association *Statement of Ethical Principles and Standards*)

The rules and regulations within Residence Life & Dining Service's *Student's Responsibilities and Rights for Residence Halls & Dining Services* publication, Contract Terms and Conditions, the University of Wyoming Student Code of Conduct (www.uwyo.edu/dos/programservices/judicial/code.asp), as well as all University of Wyoming Regulations (UW Regulations) apply to all residents, guests, and visitors in and around the residence halls. Violation of these rules, regulations, and definitions may be subject to University regulations, conduct procedures, and/or prosecution under the laws of the State of Wyoming. UW Regulations may be found in the Student Handbook and Planner or at the website: www.uwyo.edu/legal/.

University Regulation 30 states: The University of Wyoming is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, and freedom of expression are sustained. The exercise and preservation of these freedoms require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the institution or with the rights of other members of the University of Wyoming cannot be tolerated.

When students enter the University of Wyoming, they assume responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the purpose of the institution. Student conduct,

therefore, is not considered in isolation within the University community but as an integral part of the educational process. As such, students are expected to conduct themselves in accordance with the rules and regulations of the University. Students, like all members of the University community, assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the University of Wyoming.

The Dean of Students delegates to the Executive Director of Residence Life, Dining Services, and the Wyoming Union the authority to develop and enforce rules and procedures to address the unique needs and management of University premises under the control of the Executive Director of Residence Life, Dining Services, and the Wyoming Union. Such rules and procedures shall be complementary to the University of Wyoming Student Code of Conduct.

The following procedures are outlined for you, the student, to help you understand what is expected of you, the methods for bringing concerns forward to staff, and the procedures for staff intervention and response.

Responsibilities and Behavioral Standards

Our primary task in dealing with behaviors and conflicts is to facilitate solutions when issues arise. In addition to all University regulations, residents are expected to follow all local, state, and federal laws and may be subject to additional criminal action as a result of violations of these laws, rules, and regulations. Staff members are required to take appropriate measures to respond and resolve violations of any of these rules, which may include contacting the University of Wyoming Police Department in any situation. Meetings and/or hearings will occur to determine responsibility for alleged violations. Recommended Sanctions (defined later under "Sanctions") are provided as information for residents. Hearing officers and University staff may decide to impose more stringent or lenient sanctions based on each incident and its unique circumstances. With all Recommended Sanctions, certain behaviors may also warrant action under the University of Wyoming Student Code of Conduct.

Alcohol

The misuse and abuse of alcohol is a significant detractor from academic achievement. To provide an environment conducive to student success, no alcohol is permitted in any residence hall regardless of age, with the exception of Crane and Hill Hall, and only on floors designated for upperclassmen.

Alcohol is not permitted within Orr Hall, McIntyre Hall, Downey Hall, White Hall, the Honors House, or freshmen floors in Hill Hall. Students living on the Substance-Free Living floors are referred to the section entitled "Substance-Free Living." Alcohol is not permitted within the Washakie Center, unless an expressed exception has been granted by the Executive Director of Residence Life, Dining Services, and the Wyoming Union.

Section 1: No individual may possess open, unopened, or empty containers, or consume alcoholic beverages. This includes displaying alcohol containers, and bongs even if they are empty. Remaining in a room where open, unopened, or empty containers of alcoholic beverages are present is prohibited. *Recommended Sanctions:* Discipline Notice or Censure, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral.

Section 2: Public and/or severe intoxication, regardless of age is prohibited. *Recommended Sanctions:* Discipline Censure or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral.

Section 3: No person under 21 years of age may be under the influence. *Recommended Sanctions:* Discipline Censure or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral, or Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 4: Selling, purchasing, or the lottery of alcohol in the halls is prohibited. *Recommended Sanctions:* Discipline Censure or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral.

Anyone 21 years of age or older may possess and/or consume alcoholic beverages within a Crane and Hill Hall (non-freshman floors) student room with the door closed.

Although alcohol is permitted within Hill and Crane Hall, students and guests who possess or consume alcoholic beverages in Hill and Crane Hall must do so in accordance with the following provisions:

Section 1: No person under 21 years of age may be under the influence. *Recommended Sanctions:* Discipline Censure or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral.

Section 2: Any person under the age of 21 may not be in a room where there is alcohol regardless of whether or not there is consumption. In rooms with one person 21 years of age or older and the other roommate under 21 years of age, the person 21 years of age or older must relocate to another room if he or she chooses to consume or possess alcohol. *Recommended Sanctions:* Discipline Notice or Censure.

Section 3: Contributing to the delinquency of a minor is prohibited. *Recommended Sanctions:* Discipline Censure or Warning and Alcohol Education Seminar referral.

Section 4: Public and/or severe intoxication, regardless of age, is prohibited. *Recommended Sanctions:* Discipline Censure or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral.

Section 5: Selling, purchasing, or the lottery of alcohol in the halls is prohibited. *Recommended Sanctions:* Discipline Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral, or Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 6: Public area possession of open containers and consumption is prohibited. Public areas include lobbies, kitchenettes, study rooms, stairwells, elevators, hallways, and bathrooms. *Recommended Sanctions:* Discipline Notice, Censure, or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral.

Section 7: Possession of kegs, party balls, quantities exceeding one case of alcohol (24 cans/bottles), or excessive amounts of liquor is prohibited. *Recommended Sanctions:* Discipline Notice, Censure, or Warning, Recommendation for Parental Notification, Educational Assignment, and Alcohol Education Seminar referral, Eviction—students may be assessed for room/meal plan charges for the academic year.

Assist With A Rule Violation

Assisting in the violation of RL&DS and/or University regulations or encouraging the violations of these regulations is prohibited. *Recommended Sanctions:* Discipline Notice or Censure and/or same sanction as primary person.

Damage, Loss, Vandalism, or Tampering with Personal or University Property

Damage, vandalism, or tampering with the property of the University or another resident is prohibited. This includes the unauthorized moving and/or modification of University property. *Recommended Sanctions:* Restitution, and Discipline Censure or Discipline Warning.

Dining Facility Regulations

The dining hall is a place to nourish the body, encourage the exchange of ideas, cultivate relationships, and nurture the mind. Courteous and non-disruptive behavior is necessary to create an environment conducive to such pursuits. Additionally, some of these rules have been implemented to maintain a high standard of food safety and to manage costs. Residence Life & Dining Services is committed to providing a dining experience that supports the academic mission of the University in an efficient manner.

Section 1: A valid UW WyoOne Card is required for entrance to the dining hall. UW WyoOne Card privileges are non-transferable (See Security – Misuse of UW WyoOne Card). A card used by anyone other than the owner will be confiscated. *Recommended Sanctions:* Discipline Notice or Discipline Censure, Restitution.

Section 2: Disturbing the peace of others and/or throwing food or objects in the dining hall are prohibited. Causing food to be thrown is also prohibited. *Recommended Sanctions:* Discipline Warning, and Restitution for damages/cleaning.

Section 3: Shirts, shoes and appropriate clothing must be worn at all times. *Recommended Sanctions:* Discipline Notice or Discipline Censure.

Section 4: Appropriate and non-abusive physical and verbal behavior is expected at all times (See Harassment). *Recommended Sanctions:* Discipline Warning or Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 5: Food must be consumed within the dining hall. Plates, silverware, food, and other dining service property must remain within the facility; removal of any of these items will be considered theft (See Theft). The

exception is one piece of fruit, bakery or dessert item, consumed as you leave the dining hall. *Recommended Sanctions:* Discipline Warning and/or Restitution.

Section 6: Only approved Washakie containers may be used to remove food or beverages from the dining hall. Personal items (cups, water bottles, etc.) may not be brought into the dining hall. *Recommended Sanctions:* Discipline Notice or Discipline Censure.

Section 7: Backpacks, book bags, and musical instrument cases may be brought into the dining hall provided they can be and are properly stored beneath a table or chair and out of the aisles so as not to create a safety hazard. Skateboards, roller blades/skates, and manual scooters are not permitted in the dining hall. *Recommended Sanctions:* Discipline Notice or Discipline Censure.

Section 8: Students are expected to bus their own trays. *Recommended Sanctions:* Discipline Notice or Discipline Censure

Section 9: Entrance into the kitchens, storerooms, loading dock, and areas utilized to prepare food is restricted to authorized persons. Please do not enter these areas without proper authorization. *Recommended Sanctions:* Discipline Notice or Discipline Censure.

Disorderly Conduct

Studying is hard work; consequently creating an atmosphere conducive to academic pursuit within the residence halls is a high priority. Members of the residence hall communities are expected to observe study/quiet hours as well as courtesy hours, to respect others, and to assert their right to an environment that is conducive to learning. Study/quiet hours are Sunday through Thursday, 8 p.m. to 8 a.m. and Friday through Saturday, midnight to 8 a.m. During final exams week, 24-hour silent hours will be observed. This means that no noise should be heard outside of your room. This includes the exterior of the building as well as the interior of the building. Courtesy hours are enforced all other times. Courtesy hours provide that no noise should be heard more than two doors away from your room. Non-residents and guests in violation of this policy may be required to leave the premises and may be subject to loss of privilege to be in the residence halls.

Section 1: Violation of study/quiet hours or courtesy hours is considered disorderly conduct. *Recommended Sanction:* Discipline Notice.

Section 2: At no time should noise from your room be heard outside the building. *Recommended Sanctions:* Discipline Notice or Discipline Censure.

Section 3: Any individual who behaves in a manner that disturbs the peace of others, or is a disruptive influence on others is in violation of this behavioral standard. *Recommended Sanctions:* Discipline Notice or Censure.

Section 4: Disrupting or disturbing a conduct hearing is not acceptable. *Recommended Sanction:* Discipline Warning.

Section 5: Repeat offenses of disorderly conduct will result in increasingly severe sanctions. *Recommended Sanctions:* Transfer and/or Discipline Warning and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Failure to Cooperate, Comply, or Identify

To effectively and justly enforce this code of conduct, RL&DS staff members are called upon to accurately identify residents and their guests.

Section 1: Failure to cooperate with the request of a staff member or authorized agent of the University is prohibited. *Recommended Sanction:* Discipline Warning, UW WyoOne Card confiscated.

Section 2: Failure to identify oneself by UW WyoOne Card or other form of picture identification upon request, or furnishing false identification, is prohibited. *Recommended Sanctions:* Discipline Warning, UW WyoOne Card confiscated.

Section 3: Willfully or knowingly lying or supplying false information to a hearing officer or other University personnel, whether on your own behalf or for another person, is not permitted. *Recommended Sanctions:* Discipline Warning, UW WyoOne Card confiscated.

Section 4: Failure to attend a student conduct meeting or complete an assigned discipline sanction in the agreed upon timeframe. *Recommended Sanction:* Discipline Warning.

Fire Safety

Creating a safe and secure environment in which to pursue learning includes taking fire safety very seriously. The following rules are provided for the protection of residents and their invited guests. Please help support a quality living environment by avoiding these behaviors.

Arson: Purposely attempting to set fire to or burn any building, furnishings, personal property, or equipment is not permitted. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students

may be assessed for room/meal plan charges for the academic year.

Combustible substances: Bringing into the residence halls or storing petroleum distillates or containers (empty or full) such as fuels, solvents, or other highly combustible substances in the residence halls is not permitted. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching or hanging any items from sprinkler heads. Falsely reporting, setting, or causing a false alarm is not permitted. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Flammable materials: Burning of any substances in the residence halls is not permitted. Odor-producing paraphernalia that require the use of open flames are fire safety hazards; possession of candles or incense is prohibited. Open flame or exposed element appliances (such as a hot plate or toaster oven) are not permitted. Candle warmers are not permitted. Appliances used for cooking must be approved for home use and use less than 10 amps in full operation. These items cannot be left unattended. Halogen Torchiere lamps are not permitted due to the high incidence of fire safety concerns related to these lamps. Storing, transporting, or discharging fireworks of any kind is not permitted. Non-potted, non-rooted trees are not permitted. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Extension Cords: The use of extension cords or multi-plug outlet adapters is not permitted. UL-approved power strips with the following design features are required: designed to detect cord damage, disconnect powering 25/1000 of a second, and that prevent cord fires and shock hazards. (Two such products are made by the Technology Research Corporation, Fire Shield brand, and First Alert brand. One of these will be available through the University Bookstore as well as other local retailers.) *Recommended Sanctions:* Discipline Censure or Warning.

Fire Alarm – Downey Hall, Hill Hall, Crane Hall, White Hall, and Health Sciences Living:

Failure to evacuate during an alarm: To enhance the safety of everyone—including emergency response per-

sonnel—it is imperative that each and every resident and guest leave the building and move to an area of safety and follow the instructions given by members of the staff or emergency responders. Failure to do so is unacceptable. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Fire Alarm – Honors House, McIntyre Hall, and Orr Hall: Follow Instructions from Voice Alarm:

To enhance the safety of everyone—including emergency response personnel—it is imperative that every resident and guest follow the directions given by the voice alarm in the building, as well as the instructions given by members of the staff or emergency responders. If so instructed, leave the building and move to an area of safety away from the building. Failure to do so is unacceptable. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Guests

All guests must comply with the rules and regulations of RL&DS as well as the University of Wyoming. Residents are responsible for the actions of their guests. Any guest who violates any RL&DS or University policy while in the residence halls, dining room, or surrounding areas may be subject to penalties, including removal and restriction from further entry. Residents may have overnight guests, provided they secure the consent of their roommates, inform their RA, and abide by all University policies and guidelines. No guest may stay in a room for more than three nights in a fourteen-day period. A maximum of two guests is allowed in a double occupancy room on a given night. Each roommate must consent to all guests. Guests must be accompanied by their host student at all times. *Recommended Sanctions:* Restriction of visitation privileges, Discipline Censure, or Discipline Warning (resident).

Harassment

Harassment of any type is unacceptable in or around the residence halls and may warrant sanction. Harassment may include, but is not limited to, any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual/affection orientation, or political belief. Harassment also may include:

Section 1: Unwelcome physical or verbal contact that causes alarm or abuse, which serves no legitimate purpose of the actor and results in a significant change in employment or student status or creates an intimidating, hostile or offensive living environment is prohibited. *Recommended Sanction:* Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 2: Behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities, and causes the person to have a reasonable apprehension that such harm is about to occur is prohibited. *Recommended Sanction:* Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 3: Behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur is prohibited. *Recommended Sanction:* Eviction—students may be assessed for room/meal plan charges for the academic year.

NOTE: The University's policy on discrimination and harassment is contained in UW Regulation 5, which can be accessed at: www.uwyo.edu/legal/UW_Regulations/ur-005rev1.htm

Illegal Drugs

The misuse and abuse of illegal drugs is a significant detractor from academic achievement. To provide an environment conducive to student success, illegal drugs are not permitted in any residence hall.

Section 1: Possessing any illegal drugs or drug paraphernalia is prohibited. Remaining in a room where illegal drugs or drug paraphernalia are present is prohibited. *Recommended Sanctions:* Discipline Warning or Eviction—students may be assessed for room/meal plan charges for the academic year—and Recommendation for Parental Notification, Educational Assignment.

Section 2: Selling, manufacturing, or distributing any illegal drugs or drug paraphernalia is prohibited. *Recommended Sanctions:* Eviction—students may be assessed for room/meal plan charges for the academic year—and Recommendation for Parental Notification, Recommendation

tion of Suspension/Expulsion from the University, Educational Assignment.

Mail

Checking: Official university correspondence will be placed in mailboxes or University provided e-mail Inboxes. We ask that residents check and empty their mailbox a few times per week.

Tampering: Misuse, tampering or theft of another person's mail is a serious offense and is prohibited. *Recommended Sanctions:* Discipline Warning and/or Restitution.

Trading Keys: Giving your mailbox key to another person, including your roommate for temporary or permanent use is prohibited. *Recommended Sanctions:* Discipline Warning and/or Restitution.

Pets/Animals

Animals are not permitted in residence halls. Only fish are allowed in aquariums of 20 gallons or less. Students registered with University Disability Support Services may have a trained, service animal for documented needs. Please contact the main RL&DS office to make arrangements. *Recommended Sanctions:* Discipline Censure, required removal of the animal, and Restitution for costs related to damages.

NOTE: An exception may be made for the Area Coordinator's apartment as determined by the Associate Director for Residence Life.

Physical Abuse/Assault

Inflicting or attempting to physically harm another person is prohibited. *Recommended Sanctions:* Eviction—students may be assessed for room/meal plan charges for the academic year—and/or Recommendation of Suspension/Expulsion from the University.

Placement of Antennas and Lights

Antennas, satellite dishes, wiring, decorations, lights or other unauthorized item(s) on building exteriors, sidewalks, stairwells, hallways, laundry facilities, and/or grounds are prohibited. *Recommended Sanctions:* Discipline Censure, removal of the items.

Posting of Signs, Information, Banners

Banners, signs, pictures, and other items may not be displayed in individual room windows, or on the exterior of the building. Refer to your front desk for posting approval within the building. All signs, informational flyers, ban-

ners or other material submitted for posting are subject to approval by the Area Coordinator. *Recommended Sanction:* Discipline Censure.

Repeat Violations

Anyone continuing to violate rules after a hearing or meeting. *Recommended Sanction:* Eviction—students may be assessed for room/meal plan charges for the academic year.

Restroom Access

Entering a restroom designated for the opposite gender is prohibited. Guest restrooms are provided in the main lobby of each building.

Section 1: Providing restroom combinations to non-residents of your floor is prohibited. *Recommended Sanctions:* Discipline Censure or Warning and/or loss of visitation privileges.

Section 2: Disabling a bathroom lock or preventing it from closing and locking properly is prohibited. *Recommended Sanctions:* Restitution, Discipline Censure or Warning.

Room Care/Health & Safety

Residence hall staff wants to create a healthy and safe academic environment for all residents living within the residence halls. To maintain this environment, RL&DS will conduct health and safety room checks within the first few weeks of the academic year. RL&DS staff reserves the right to conduct health and safety room checks at any time. Residence hall staff can and will ask residents to clean their own room when they determine that the lack of cleanliness might subject the resident(s) or others to health risks or extreme discomfort. Failure to comply is prohibited. *Recommended Sanctions:* Discipline Censure, and Restitution for cleaning fees.

Room Consolidation

Residence Life & Dining Services reserves the right to consolidate vacancies by requiring residents to move from single occupancy to double occupancy. When Residence Life & Dining Services determines that space is available, the resident may be given the option for single occupancy charges rather than consolidation.

Section 1: Failure to accept an assigned roommate may result in disciplinary action and additional charges. Mistreating, intimidating, or coercing a roommate for the purposes of gaining a single room or to have another roommate assigned is prohibited. *Recommended Sanctions:*

Discipline Warning, Transfer, or Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 2: Residents not paying for a room at the single room rate must make half of the room available to a roommate (bed, closet, desk, drawers, etc.) at all times. *Recommended Sanctions:* Discipline Censure, Discipline Warning, assessed the single room rate for the entire semester.

Room Entry

Residence Life & Dining Services respects your right to privacy and academic study. To assure that no unauthorized or unwarranted entry into your room occurs, RL&DS staff reserves the right to enter rooms solely for safety, health, and maintenance purposes or where there is reasonable cause to believe a violation of rules and regulations has occurred or is taking place. Gaining entry or entering a room by any unauthorized means is prohibited. *Recommended Sanctions:* Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Safety/Endangerment

The following rules are provided for the protection of residents and their invited guests. Please help support a quality living environment by avoiding these behaviors. The offenses listed below are considered an endangerment of safety:

Bikes, skateboards, rollerblades, skates, or related devices: The use of bicycles, skateboards, rollerblades, skates, or other related devices are not permitted in any RL&DS building or tunnel. Bicycles must be parked in appropriate locations. Residents may walk bicycles to their room for storage. Under no circumstance will bicycling, skateboarding, rollerblading, skates, or related devices be allowed on ramps, curbs, benches, steps, or stairs and any other structure around the residence halls. (www.uwyo.edu/UWPD/bikeregs.asp).

Bomb threat and placement of bombs: Placing an explosive device, intentional facsimile, or threatening the placement of an explosive device in the residence halls or adjacent areas is not permitted. This includes any dangerous or disruptive chemical/biological agents on University premises.

Climbing: Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows is not permitted.

Elevators: Tampering with hall elevators, including, but

not limited to, misuses of emergency stop, alarms, prying doors open, overloading, or causing elevators to jam is not permitted.

Objects thrown to and from windows: Throwing, dropping, or propelling any object (including liquids) to or from residence hall windows or the building is prohibited. Disabling window stops or rivets is prohibited.

Sports: To avoid damage to the residence hall and dining facilities and accidental injury to residents and guests, sports activities are not permitted inside the residence halls or close to the buildings. This includes, but is not limited to, skateboards, frisbees, hackey sacks, roller blades, skates, darts, water fights, snowball fights, and riding cycles.

Recommended Sanctions: Discipline Censure or Warning, Restitution, and/or Eviction—students may be assessed for room/meal plan charges for the academic year.

Security

Every member of the residence hall community has a responsibility and plays an important role in the safety and security of the buildings. In an effort to maintain the safety and security of all persons in or around the residence halls, students and their guests are expected to abide by these policies. Failure to follow any one or a combination of these policies may result in any of these *Recommended Sanctions:* Discipline Censure, Discipline Warning, Restitution, Educational Assignment, Eviction—students may be assessed for room/meal plan charges for the academic year.

Propping Open Security Doors: Propping open, tampering with or otherwise causing a door not to effectively latch or fully engage will breach the security of the building and is therefore unacceptable.

Combination/Keys: Tampering with any residence hall lock or disabling a door is prohibited. Disabling building, sleeping room, or bathroom door locks jeopardizes resident safety and is prohibited. Duplication of keys or misuse of combinations to any residence hall building, room, mailbox, or office is prohibited.

Misuse of UW WyoOne Card: Your UW WyoOne Card is the property of the University of Wyoming and is provided to you so that you and you alone may access the privileges and services provided for you. It is unacceptable to give, loan, or otherwise make available your UW WyoOne Card to another individual. Loss of your UW WyoOne Card must be reported to RL&DS immediately.

Unauthorized Entry: Building entry is restricted to resi-

dence hall students and their invited/accompanied guests. Entering through locked side doors, windows, or attempting to break and enter is prohibited. Unauthorized use of a key, combination, UW WyoOne Card, or other method to gain entry to locked facilities without University authorization is prohibited. Allowing another person or persons to enter the building by holding the security door open for them or allowing another person to use your UW WyoOne Card to gain entry into the building is prohibited.

Unauthorized Exit: It is unacceptable to exit through an “Emergency Only” door and/or to activate an alarmed door when no emergency is apparent.

Sexual Assault

Sexually assaulting or inflicting unwanted sexual contact upon another person is prohibited. Conduct will be considered “without consent” if no clear consent is given; if inflicted through force, threat of force, or coercion; or when inflicted upon a person who is unconscious or who is otherwise without the physical or mental capacity to consent to sexual contact. *Recommended Sanctions:* Eviction—students may be assessed for room/meal plan charges for the academic year—and/or Recommendation of Suspension/Expulsion from the University.

Smoking

Smoking is prohibited within all residence halls and dining areas. If an area around a residence hall is designated as non-smoking, residents and guests are expected to abide by this restriction. *Recommended Sanction:* Discipline Censure.

Solicitation

Soliciting door-to-door in the residence halls or operating a business out of your room is prohibited. *Recommended Sanction:* Discipline Censure.

Substance-Free Living

Students living on substance-free living floors may not possess, consume, or distribute alcohol, drugs, or tobacco products. Students may not be publicly intoxicated, regardless of age. *Recommended Sanctions:* Discipline Censure or Warning, Alcohol Education Seminar referral, and disciplinary transfer to another floor or building.

Technology/Telecommunications Misuse, Tampering, or Damage

Computers are provided for the use of residence hall students and priority is given to those working on legitimate

academic assignments. Data lines are provided in each room by the ResNet program for the use of residence hall students. RL&DS, in partnership with Information Technology, reserves the right to monitor the flow of traffic over the network and make adjustments to the network to optimize the network for academic pursuits. The privilege of using the university network is governed by this document, UW Regulation 690, all other university regulations, the ResNet Service Agreement (located at www.uwyo.edu/resnet/service_agreement.asp), and all local, state, and federal laws. RL&DS reserves the right to disconnect any user at any time for purposes of maintenance (including virus reports) and reported violations of any computer-related rules and regulations listed above.

Section 1: Misuse, damage, or tampering with computers, software, and/or data line access is prohibited. Tampering, misuse of a telephone calling card number or telephone line is prohibited. *Recommended Sanctions:* Discipline Warning and Restitution.

Section 2: Violation of any of the rules or regulations governing the use of technological resources is prohibited. Violations of local, state, and federal law may be reported to the appropriate authorities. *Recommended Sanctions:* Discipline Warning and removal of privileges.

Theft and/or Possession of Stolen Property

Theft of property or possession of stolen property is prohibited. This includes University property, furnishings, equipment, food, dining center equipment, or other items and the unauthorized use or relocation of such items. *Recommended Sanctions:* Discipline Warning and Restitution.

Threatening Behavior

Residence halls are academic communities that are free from threatening behaviors and intimidation. Students, staff, and other people living in, working in, or visiting these communities are all expected to respect each other.

Section 1: Causing another student or staff member to feel that they are in danger of bodily harm by actions of another person is prohibited. *Recommended Sanction:* Eviction—students may be assessed for room/meal plan charges for the academic year.

Section 2: Threatening to do bodily harm to one's self. *Recommended Sanctions:* Discipline Censure and mandatory referral to University Counseling Center, or Eviction—students may be assessed for room/meal plan charges for the academic year.

Unauthorized Room Changes

Room changes that are completed without an authorization form obtained from the Area Coordinator in your area in cooperation with the Residence Life & Dining Services Contracts Office are prohibited and will not be accepted. *Recommended Sanctions:* Discipline Notice or Discipline Censure.

Weapons

Firearms, weapons, ammunition, and explosives are not permitted in or around residence halls and dining rooms. Weapons such as pellet guns, "BB" guns, paintball guns, stun guns or "tasers" sling-shots, knives (blades 3" or longer), brass knuckles, soft dart guns, water guns, blow guns, dart guns, bows, arrows, martial arts weapons (stars, swords, nunchucks, clubs, etc.) or other devices that could cause injury may not be stored or used in the residence halls or dining rooms.

All firearms must be stored at the University Police office, which is located on the corner of 15th and Flint, where students have 24-hour access to their weapons. If the University Police facility cannot store a weapon, alternate arrangements for off-campus storage must be made by the resident. Any device used in a threatening manner will be considered a weapon. *Recommended Sanctions:* Discipline Warning or Eviction—students may be assessed for room/meal plan charges for the academic year—and Recommendation of Conduct Probation with the University.

Rights as a Resident and Filing a Complaint

Residents and their guests as well as all visitors within the UW residence halls are under the jurisdiction of the Executive Director of Residence Life, Dining Services, and the Wyoming Union. Any resident, student, University faculty, or staff may file an Incident Report regarding a resident or guest for alleged violations of residence hall or dining service regulations. Staff within Residence Life & Dining Services can file incident reports regarding matters brought to their attention either by direct observation of student behavior, through on-line media, or through student communication. Incident Report forms or written letters should include the following information:

- Name of the alleged violator
- Address of the alleged violator
- Date the complaint is filed
- Date of the alleged violation
- A narrative of the incident and summary of concerns

- Name and address of the person filing the concern
- Name and address of potential witnesses

Residence hall staff can help you obtain an Incident Report form and fill out the complaint. Submit this information to your Area Coordinator, Associate Director, or Executive Director of Residence Life, Dining Services, and the Wyoming Union. A staff member will review the complaint and institute the most appropriate procedure for addressing your concerns.

Conflict Resolution

Conflict is a natural part of community living, whether with roommates, floor mates, or other residents within your hall. The majority of conflicts can be resolved through the communication of frustrations and arriving at solutions. On occasion, concerns may best be addressed through mediation and conflict resolution efforts, both of which are positive measures to solving problems. Residence Life staff can assist you in these matters.

Conflict Prevention and Resolution Center 766-7474, Downey Hall main lobby

The Department of Residence Life & Dining Services at the University of Wyoming is committed to providing an educational environment conducive to the multi-faceted growth of its students. In so doing, we are proud to promote the use of the mediation process as a productive means to resolve both personal and professional issues of conflict. Mediation is a process in which a neutral third party works with the disputants to assist them in resolving their conflict. The Department of Residence Life & Dining Services offers residents the opportunity to use this service for their roommate disputes and other interpersonal conflicts. In addition, the mediators, who are themselves residence hall staff members, will conduct training sessions in which residents may learn basic mediation and negotiation skills.

Alcohol Education

Residence Life & Dining Services sponsors a graduate student who focuses upon alcohol and drug abuse education, prevention, and intervention. This staff member is available to answer questions about substance use and misuse. Those students referred for alcohol education as a result of a violation of the University of Wyoming policy and/or the behavioral expectations stated in the Residence Life & Dining Services *Responsibilities and Rights* will meet with an alcohol educator on campus. The meeting

will involve discussing the impact of alcohol on social, academic, and personal functioning. Following the initial meeting, students in violation of the alcohol policies will complete an intervention that will enhance knowledge and raise awareness of strategies to achieve the goal of legal and responsible alcohol consumption.

No-Trespass Notices

It is the policy of the University of Wyoming and Residence Life & Dining Services to maintain an academic community, which is open and accessible to the public. However, when an individual's actions are deemed to be harmful and/or disruptive to the university and/or its individual members; where the individual's actions are harmful, disruptive, and/or contrary to the University's policies, rules, or regulations; or where the individual's actions are contrary to law, a trespass warning may be given to that individual to maintain an environment free of those disruptive, harmful, and/or unlawful influences. The Vice President for Student Affairs authorizes the Executive Director of Residence Life, Dining Services, and the Wyoming Union to issue site-specific trespass orders for the residence halls, Washakie Center, and related adjacent grounds. The Executive Director of Residence Life, Dining Services, and the Wyoming Union may designate an individual to issue site-specific trespass orders. Details of the University of Wyoming Trespass Policy can be found at www.uwyo.edu/legal/trespass.htm.

Discipline Procedures

Discipline procedures are designed to uphold and respect the rights of the accused and to ensure the well being of the alleged victim as well as other residents. Admission of any person to the disciplinary procedures shall be at the discretion of the Judicial Education Area Coordinator.

Preliminary Conferences

Preliminary Conferences are designed to provide students with information about the judicial system and to determine if an informal resolution, with appropriate sanctions, is appropriate. Area Coordinators and GHD's or other authorized RL&DS staff (who are designated as Hearing officers by the Judicial Education Coordinator) will meet with students and/or their guests when they have been involved in an alleged policy violation. If a student does not wish to accept responsibility for a violation, she or he may choose to have the case referred to a formal hearing with the Judicial Education Coordinator. All cases not resolved at the preliminary conference will

be referred to the Judicial Education Coordinator for a formal hearing. The Area Coordinator may refer any particular case to the Judicial Education Coordinator when deemed appropriate.

Preliminary Conference Procedures

The following process is typically followed related to conferences:

1. Incident Report is completed.
2. The Area Coordinator will contact the appropriate individuals via mail or e-mail within two business days to arrange a time to discuss the Incident Report. The conference will be scheduled shortly after the Area Coordinator's initial contact.
3. The Area Coordinator will review the Incident Report with the accused and provide an opportunity to present relevant information.
4. If a student does not wish to accept responsibility for a violation he or she may elect to have the case referred to a formal hearing.
5. At the conclusion of the conference, the accused and the Area Coordinator should mutually agree upon responsibility and the appropriate sanction. If a resolution is not achieved, then the Area Coordinator will refer the accused to a formal hearing.
6. A Preliminary Conference Summary and/or a Notice of Decision Rendered will be completed; the resident's signature is required and it will remain in the resident's discipline file. The record is a formal document that is kept in a student's judicial file at the University in the Dean of Student's Office for seven years. University officials may have access to the file only on a need-to-know basis; otherwise written permission must first be obtained from the student to view the file.

Failure to complete any part of the sanction will result in a hold placed on the student's academic record through the Dean of Students Office. New charges and/or sanctions could be implemented.

Hearings

A formal hearing is the forum in which a student is given the opportunity to respond to the written allegations against him or her and to present evidence in support of his or her case. Formal hearings are scheduled with the Judicial Education Coordinator who is also a University Hearing Officer. Students involved in repeat or serious offenses will be referred to the Judicial Education Area

Coordinator for a hearing. The Judicial Education Area Coordinator or her/his designee when conducting the hearing may choose to include other University officials in the hearing process.

Hearing Procedures

The following procedures are implemented when notified about a scheduled hearing:

1. The accused will be notified in writing of the need for a hearing (Notice of Hearing).
The Notice of Hearing includes:
 - a. Alleged incident and charges
 - b. Time and date of when the hearing will be scheduled
 - c. Review of your right to bring your own witness and present your own testimony of what occurred
 - d. Review of the potential sanctions
 - e. The option to bring an advocate or a representative to the hearing (for advisement)
2. A copy of the Incident Report related to this matter will be attached to the Notice of Hearing.
3. The accused may file a written response with the Judicial Education Area Coordinator or verbally relay her or his perspective related to this incident at the hearing.
4. Should the accused fail to respond to the Notice of Hearing or fail to appear, the hearing may be held in her or his absence and sanctions imposed.
5. After all testimony and information has been presented, the Judicial Education Area Coordinator will review the findings and come to a decision. The Judicial Education Area Coordinator will complete a Hearing Record form detailing the charges, decision, and rationale for the decision. The accused will then be asked to sign the form; one's signature does not waive the right to an appeal. The accused will be mailed a copy of the record within a week. Other aspects of the record that will be explained are listed below:
 - a. The record is a formal document that is kept in a student's judicial file at the University in the Dean of Students Office for seven years. University officials may have access to the file only on a need-to-know basis, otherwise written permission must first be obtained from the student to view the file.
 - b. The student has five business days to appeal the decision. An appeals form can be obtained from the Office of the Executive Director of Residence Life, Dining Services, and the Wyoming Union.
 - c. Failure to complete any part of the sanction will

result in a hold placed on the student's academic record through the Dean of Students Office. New charges and/or sanctions could be implemented.

6. The Hearing Officer will discuss the appeal process available at the conclusion of the hearing.

Sanctions

Sanctions may be implemented when violations occur. Repeat violations of rules and regulations or failure to complete assigned sanctions may result in the enforcement of more stringent sanctions. RECOMMENDED SANCTIONS are provided as information for you to more clearly understand the severity of certain behaviors. Hearing Officers may impose more or less stringent sanctions depending on the circumstances of each incident. A judicial file will be created with a violation. Files are maintained by the Dean of Students Office for seven years.

Discipline Notice: A written reprimand notifying students that their actions are unacceptable.

Discipline Censure: Formal, written statement summarizing the outcome of a preliminary meeting and/or hearing notifying students that their actions are not acceptable and future violations of rules may result in more severe action.

Discipline Warning: Such action shall constitute a determination that the misconduct was of a serious nature and the student is placed in a status of warning for a specified period. Occurrence of any further misconduct during the stated period will very likely constitute grounds for eviction from the residence halls—students may be assessed for room/meal plan charges for the academic year.

Recommendation of Parental Notification: RL&DS staff may recommend to the Dean of Students Office that contact be made with the parents of any student involved in violations of residence hall regulations. This is especially applicable in situations when alcohol and/or drugs are involved.

Educational Assignment/Community Service: Educational assignments or other related community service assignments as appropriate to the violation. Failure to complete the task in the agreed upon time frame may result in new, stricter sanctions being imposed.

Transfer: Requiring a student to move to another floor, residence hall, or apartment.

Deferred Eviction: Such action shall constitute a determination that the misconduct was of a serious nature and warrants eviction from the residence halls; however, this eviction is deferred and the sanction of Eviction may be

imposed at any time thereafter for the length of the residence hall contract.

Eviction from the residence halls, dining room, and university apartments: The Executive Director of Residence Life, Dining Services, and the Wyoming Union determines the need to revoke the privilege to reside within the residence halls or apartments. Students may be charged for room/meal plan charges for the academic year. It is probable that such action will be accompanied by Conduct Probation or perhaps a more severe sanction as determined by the Dean of Students.

Restricted access to residence halls, dining room, and university apartments: Eliminating a privilege to visit a particular residence hall or facilities. The UW WyoOne Card is the property of the University of Wyoming and is provided to students so they alone may access the privileges and services provided and can be confiscated by a University official. University Police and other stakeholders are notified when this sanction is implemented and violators may be subject to arrest for trespass if they disregard this sanction.

Restitution: Requiring a student to pay for replacement, repair, or damage to property.

Recommendation of Conduct Probation: Such action shall constitute a determination that the misconduct was of a serious nature such that RL&DS staff recommend to the Dean of Students Office that the student be placed in a status of University Conduct Probation for a specified period. Occurrence of any further misconduct during the stated period will constitute grounds for suspension or expulsion from the University.

Recommendation of Suspension from the University: The Executive Director of Residence Life, Dining Services, and the Wyoming Union may recommend Suspension from the University to the Dean of Students and Vice President for Student Affairs for further action.

Recommendation of Dismissal from the University: The Executive Director of Residence Life, Dining Services, and the Wyoming Union may recommend Dismissal from the University to the Dean of Students and Vice President for Academic Affairs for further action.

Appeals

Students may appeal the decision from a formal hearing if the student has grounds for such an appeal. Reason a student could appeal a formal hearing decision include:

- Did not receive a fair hearing
- Sanction levied was arbitrary or capricious

- Sanction was unduly severe or disproportionately harsh
- The evidence and/or the testimony did not support finding of wrongful conduct
- New evidence is available which was not available at the time of the original hearing

If a student is eligible to appeal, they must:

- Contact the Executive Director of Residence Life, Dining Services, and the Wyoming Union within five business days of receipt of the record of hearing, to review the appeal procedures and to request an appeal form.
- If the Executive Director was the original Hearing Officer, the student should contact the Dean of Students Office to initiate an appeal.
- Complete the Appeal Form and attach any additional information related to the appeal process.

The Executive Director of Residence Life, Dining Services, and the Wyoming Union may designate an individual to review and determine the outcome of the appeal.

A student may appeal the decision of the Executive Director of Residence Life, Dining Services, and the Wyoming Union. An appeal shall be made to the Dean of Students. When the sanction is eviction, suspension, or dismissal, the appeal shall be made to the Vice President for Student Affairs. In all cases, the decision of the designated appeals officer shall be made final. Please review the appeal process in the University of Wyoming Student Code of Conduct.

This concludes the Student's *Responsibilities and Rights for Residence Halls & Dining Services* information. Should you have questions or concerns, or do not understand what is expected of you, please contact your Area Coordinator or the Residence Life & Dining Services Office at (307) 766-3175.

The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief in any aspect of employment or services. The institution's educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights, laws, and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Officer at (307) 766-6721.