INTRODUCTION
Residence Life & Dining Services (RLDS) at the University of Wyoming is committed to providing a fair and just environment for all individuals within the residential community.

The policies and procedures within the following publication apply to all residents, guests, and visitors in and around the residence halls. These policies are meant to help you, the student, understand what is expected of you and processes available to you while residing at the University of Wyoming. When students enter the University of Wyoming, they become responsible for their actions including satisfactory academic performance and behavior consistent with the purpose of the University. Students, guests, and other members of the University community are expected to follow all University Regulations, Policies and standards of conduct.

Failure to abide by the policies outlined in this document may result in disciplinary action as outlined below and/or as outlined in the Student Code of Conduct. Furthermore, any violation of these policies that is also a violation of Federal or state law may be subject to prosecution under any applicable federal or state law.

The following policies are in addition to the University Of Wyoming Student Code Of Conduct. For a copy of the Student Code of Conduct please see: http://www.uwyo.edu/dos/judicial/index.html.

GENERAL POLICIES

Alcohol
• No person under 21 years of age may possess or consume alcohol.
• Public or severe intoxication, regardless of age, is prohibited.
• Possession of kegs, party balls, and alcohol bongs are prohibited.
• Alcohol is not permitted within the residence halls or apartments, except as outlined below.
• No individual may be in possession of alcohol containers in the halls or apartments, except as outlined below. Please be aware that this includes displaying alcohol containers even if they are empty.
• Remaining in a room containing open, unopened, or empty containers of alcoholic beverages is prohibited, except as outlined below (See Passive Involvement).

Alcohol is permitted in Hill/Crane Hall and the UW Apartments only under the following conditions:
• The alcohol is in a private room of a resident 21 years or older (i.e. not a public space) and …
• Everyone in the room is 21 years of age or older. Even in these rooms, possession of excessive amounts of liquor and displaying alcohol containers is prohibited.
• Production and/or selling of alcohol in the UW Apartments and Residence Halls is prohibited.
• No individual may be in possession of alcohol-related paraphernalia/equipment in any of the halls or apartments, this includes displaying bongs

Community and Civility
• Actions which disrupt the community and otherwise make the atmosphere unwelcoming to individuals are prohibited.
Drugs

The use of compounds that produce or intend to produce hallucinations or illusions or alter your state of mind when introduced into the body are prohibited. Over-the-counter drug is prohibited. Possessing or the use of any illegal drug or drug paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs, crushers, pipes, water pipes, or any items that have been modified or adapted so they can be used to consume illicit drugs.

Dining Facility Regulations

Remaining in a location where illegal or illicit drugs or drug paraphernalia are present is prohibited. The misuse/abuse, selling or distribution of any prescription drug or misuse/abuse of any over-the-counter drug is prohibited. Possession or use of prescription drugs not prescribed to the student are prohibited.

Cooking

Appliances, including microwaves, used for cooking must be approved for home use and use fewer than 800 watts in full operation. Cooking items cannot be left unattended when in use. Open flame or exposed element appliances (such as a hot plate, toaster oven, George Forman-style grill, quesadilla maker, etc.) are prohibited in the residence halls. Personal Outdoor grills are prohibited. Refrigerators must be smaller than 4.5 cubic feet, with the exception of the refrigerators that are provided in the UW apartments.

Computing

Students may not improperly use computer access or data communications at the University of Wyoming. The Acceptable Use Policy can be found on the Information Technology page at http://www.uwyo.edu/infotech/index/

Damaging, Tampering, or Vandalizing Personal or University Property

Students may not damage, vandalize or tamper with the property of the University or other parties. Stealing, borrowing, or modifying University property is prohibited, including lounge furniture. 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. The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching, hanging any items from, or covering sprinkler heads and smoke detectors.

Decorations

Decorations may not cover exit signs, extinguishers, and alarms or like items. Decorations also may not cover exit doors and hallways, exterior lights, or security peep holes. Students must leave a 4 inch non-decorated perimeter on a door. Paper may not hang over any edge of the door. Residents may not hang lights on the exterior of the building or outside of their rooms or apartments. Electrical lights are permitted inside the room, but must be UL labeled and designed for interior use. Lighting must be plugged directly into an outlet that is located in the room which is installed. (No cords are allowed to go from one room to another, including through a doorway, floor, or ceiling). Lighting strings may not be plugged into one another and can only be displayed indoors. Make holes in walls, placing items on the exterior of the building (antennas, cable, etc.) is prohibited.

Compliance

Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated.

Weapons are prohibited, including those for decoration or display purposes. Removal of window screens is prohibited. Artificial trees shall not block or obstruct an exit or passageway. Any decorations on or around non-potted, non-rooted trees are not permitted. Decorations containing dried plants or plant parts are prohibited.

Shirts, shoes and appropriate clothing must be worn at all times.

Shrubs, trees, lights, or other decorations may not be used for the purpose of interfering with any fire sprinkler heads and smoke detectors.

Disturbing the peace, or throwing food, or objects in the dining hall is not allowed.

Food must be consumed within the dining hall. Beverages may only be taken out of the dining facility if they are in a Washakie Dining Center mug.

Appropriate and non-abusive physical and verbal behavior is expected at all times (See Harassment).

A valid UW WyoOne Card is required for entrance to the residence halls, dining hall and UW apartments.

Resident 3

Residents may not hang lights on the exterior of the building or outside of their rooms or apartments. UW WyoOne Card privileges are not to be shared with others (see Security). A card provided in the UW apartments.

Lighting must be plugged directly into an outlet that is located in the room which is installed. (No cords are allowed to go from one room to another, including through a doorway, floor, or ceiling). Lighting strings may not be plugged into one another and can only be displayed indoors.

Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated.
Drugs

- Clothing, banners, satellite dishes, flags, blankets or messages may not be displayed in windows or hung or placed outside the building.
- All holiday decorations in public or community view can only be displayed during the month in which the holiday occurs.
- Non-potted, non-rooted trees are not permitted. Decorations containing dried plants or plant parts are prohibited.
- Artificial trees shall not block or obstruct an exit or passageway. Any decorations on or around the artificial tree must be non-combustible or properly treated with fire retardant material.
- Removal of window screens is prohibited.
- Weapons are prohibited, including those for decoration or display purposes.

Dining Facility Regulations

- A valid UW WyoOne Card is required for entrance to the residence halls, dining hall and UW apartments. UW WyoOne Card privileges are not to be shared with others (see Security). A card used by anyone other than the owner will be confiscated.
- Disturbing the peace, or throwing food, or objects in the dining hall is not allowed.
- Shirts, shoes and appropriate clothing must be worn at all times.
- Appropriate and non-abusive physical and verbal behavior is expected at all times (See Harassment).
- Food must be consumed within the dining hall. Beverages may only be taken out of the dining facility if they are in a Washakie Dining Center mug.
- Plates, silverware, and other Dining Services property must remain within the facility; removal of any of these items will be considered theft
- Backpacks, book bags, and musical instrument cases may be brought into the dining hall if they are properly stored beneath a table or chair and out of the aisles.
- Skateboards, roller blades/skates, and manual scooters are not permitted in the dining hall.
- Students must take trays, dishes and trash to the designated area when finished dining.
- Entrance into the kitchens, storerooms, loading dock, and areas used to prepare food is restricted to authorized persons.

Drugs

- The State of Wyoming and the University of Wyoming do not recognize Medical Marijuana cards nor the use of Medical Marijuana. Use or possession of this drug for medical or other reasons will not be permitted at the University.
- Possessing or the use of any illegal drug or drug paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs, crushers, pipes, water pipes, or any items that have been modified or adapted so they can be used to consume illicit drugs.
- Possession or use of prescription drugs not prescribed to the student are prohibited.
- Selling, manufacturing, or distributing any illegal drugs or drug paraphernalia is prohibited.
- The misuse/abuse, selling or distribution of any prescription drug or misuse/abuse of any over-the-counter drug is prohibited.
- The use of compounds that produce or intend to produce hallucinations or illusions or alter your state of mind when introduced into the body are prohibited.
- Remaining in a location where illegal or illicit drugs or drug paraphernalia are present is prohibited (See Passive Involvement).
Fire Safety
- The use of extension cords or multi-plug outlet adapters are not allowed. Only UL-approved power strips are allowed.
- Resident’s cannot run extension cords from any interior building outlet to an exterior location.
- Resident’s cannot bring in or store flammable liquids (for example fuel) or containers (empty or full).
- Falsely reporting, setting, or causing a false alarm is prohibited.
- Burning of any substances in the residence halls and apartments is not permitted.
- Possession of candles, incense, ember, glowing or open-flame articles are prohibited in all university buildings including the residence halls/apartments.
- Candle warmers and Halogen lamps are not permitted.
- Storing, transporting, or discharging fireworks of any kind is not permitted.
- To enhance the safety of everyone—including emergency response personnel—residents and guests must follow directions given by staff, emergency responders, or the voice system. Residents and guest should evacuate the building immediately and follow all directions of emergency responders.

Furniture
- Residents may not remove furniture from rooms/apartments.
- University Housing facilities must be returned to their original condition before moving out at the end of the term. Residents will be charged for any items which are missing at the time of check out. Residents will also be charged for removal of personal items left in rooms/apartments.
- Property left behind by residents following check-out and agreement termination is considered abandoned. The resident shall be charged for any costs incurred by moving or removing property from premises. Abandoned items will be subject to UW disposal procedures. Materials of personal, biological, or environmentally hazardous nature may be disposed of immediately pursuant to W.S. 1-21-1210. Unlicensed, improperly licensed, or inoperable vehicles left in parking lots, at any time, will be towed away and disposed of at the owner’s expense.
- Furnishings in common areas are for use by all members of the community. Residents may not remove furniture from common areas. Students are encouraged to report acts of vandalism or theft in regard to the common areas.
- Waterbeds are prohibited.

Guests
- All guests must comply with the rules and regulations of RLDS as well as the University of Wyoming.
- Residents are responsible for the actions of their guests and may be held accountable for their guest’s actions.
- Any guest who violates any RLDS or University policy while in the residence halls, dining room, UW Apartments, Community Center, or surrounding areas may be subject to disciplinary action, including removal from the building and restriction from accessing the residence halls, dining room, UW Apartments, Community Center, and/or surrounding areas.

Residence Halls
- Residence hall residents may have overnight guests, provided they, in advance:
  o Obtain the approval of their roommate
Apartments

- UW Apartments Residents may have overnight guests, provided they, in advance:
  - Obtain the approval of their roommates
- No guest may stay in a room for more than 2 weeks in a semester without being listed as a roommate on the UW apartment lease.
- Guests in the community must be accompanied by their host student at all times.
- No guests are allowed in the halls or apartments during the last two weeks of the academic term including finals week.

Harassment

- Harassment of any type is unacceptable in or around the residence halls and is prohibited under University.
- Harassment may include, but is not limited to: any behavior physical, verbal, or electronic that threatens an individual or creates a hostile environment for an individual on the basis of race, sex, gender, color, religion, national origin, veteran status, sexual/affectionate orientation, political belief, or other status protected by state and federal statutes.
- Complaints of harassment should be reported to the Dean of Students Office as outlined in the code of conduct.

Housekeeping

- Residents are responsible for regularly cleaning their rooms/apartments.
- Failure to maintain living areas to the minimum standard of cleanliness is a cause for disciplinary action and possibly eviction from University Housing.
- Personal trash cans or trash/recycling, personal effects are not to be left in Personal trash must be taken to the appropriate outside trash receptacle.
- Residents are responsible for maintaining the cleanliness of all community areas (ex. study rooms, fishbowls, kitchens, and lobbies). Residents are not permitted to clean or dress animal carcasses in any RLDS building.
- Wild game meat may not be frozen in residential housing freezers unless the meat has been properly prepared/dressed.
- There is a very limited amount of freezer space in the residence halls, and all items placed in the freezer must be properly wrapped and labeled.
- Residents are responsible for following any pest management procedures that are being performed in their living space.
Lockouts

- Misuse of emergency lockout service is prohibited.
- Subject to a two week grace period at the beginning of each semester, residents will be charged a $5 fee for each temporary card or replacement card.
- Apartment residents are permitted two lockout allowances per semester. Summer is considered one semester. Residents who call upon staff to provide access to their apartment/bedroom will be charged $5.00 for misuse of the lockout service each time the request occurs after the two allowances or if the resident fails to meet at the appointed time for the lockout service. Lockout service is when any UW Apartments staff member provides access to an apartment/bedroom to resident or additional occupant. This includes providing a resident with a temporary card.
- Apartment mailboxes can only be accessed by current residents. Apartment staff does not have access for mailbox lockouts.

Noise, Quiet, and Courtesy Hours

- 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 quiet hours will be observed.
- During quiet hours, no noise should be heard outside of your room.
- During all hours of the day, excessive noise, such as loud televisions, stereos and radios, are prohibited. Noise should not be heard more than two doors away from your room or apartment.
- Amplified instruments, drum sets and other items that create loud noise are prohibited, the sole exception being instruments that are plugged into and used only with headphones.

Parking

- All parking policies must be followed. Parking policies and procedures can be found at: http://www.uwyo.edu/tap/parking/regulations.html
- UW Apartment permits are distributed one (1) per lease agreement.
- Only apartment permitted vehicles allowed in UW Apartment parking areas.

Passive Involvement

- If you are ever in the presence of a policy violation, you have some choices:
  - You may attempt to stop the violation
  - You may contact the residence hall or apartment staff
  - You may remove yourself from the situation
- If you choose to stay present while a policy violation is occurring, then you will be included on the incident report and could be held responsible for a policy violation.

Pets

- Pets are not permitted in residence halls and apartments with the exception of fish contained in aquariums of 20 gallons or less.
- Students registered with University Disability Support Services may have a service/assistance animal. Students must receive approval before bring in the animals access to living space. For information on the University’s Service and Assistance Animals Policy please see: http://www.uwyo.edu/generalcounsel/new-regulatory-structure/other-university-policies.html
Security

- Students’ 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 RLDS immediately. A card used by anyone other than the owner will be confiscated.
- Building entry is restricted to residence 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 (tailgating) or allowing another person to use your UW WyoOne Card to gain entry into the building is prohibited.
- If you believe that someone is missing, you should quickly notify your Resident Assistant (RA), Apartment Living Assistant (ALA) or the residence hall lobby desk worker. RLDS staff will attempt to contact students believed to be missing and will contact law enforcement personal if attempts to make contact with the student are unsuccessful. The Missing Person Policy is available at: http://www.uwyo.edu/uw/campus- safety/.
- Child Supervision: Parents/guardians are at all times responsible for the behavior and supervision of their children in all residence halls, apartments, and associated areas. Children are not permitted to be left alone overnight without proper adult supervision. Cases of child neglect or abuse must be referred to an Apartment Living Assistant or the Assistant Property Manager for referral to appropriate authorities.

Sexual Misconduct

- The Dean of Students Office is responsible for all conduct proceedings resulting from allegations of sexual misconduct.
- For complaints related to sexual misconduct and the sexual misconduct policy please see the code of conduct available at: http://www.uwyo.edu/dos/judicial/index.html

Smoking

- In accordance with UW Regulation 2-180, smoking is prohibited within all residence halls, apartments, and dining areas. Smoking is permitted in outdoor areas including University sidewalks, seating areas, and grounds that are at least 20 feet away from entrance ways, passageways, operable windows or ventilation systems.
- Smoking traditional pipes, cigarettes, hookahs, e-cigarettes and like items within the residence halls, apartments, Community Center and dining areas is prohibited.
- Smokeless tobacco products are prohibited in the residence halls.

Solicitation and Business Operation

- Selling door to door in the residence halls and apartments is not permitted. In addition, students are not permitted to operate a business from a residence hall facility or UW apartment. This includes businesses operated through the Internet.
Sports in the Halls

- Sports activities are not permitted inside the residence halls or close to the buildings. This includes, but is not limited to throwing objects, roughhousing, water fights, roping, and snowball fights.
- Actively using bicycles, skateboards, rollerblades, skates, or other related equipment are not permitted in any RLDS building or tunnel.
- Residents may walk bicycles to their rooms 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 or apartments.

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.

Technology/Telecommunications Misuse, Tampering, or Damage

- RLDS, in partnership with Information Technology, reserves the right to monitor the flow of traffic over the network and make changes to the network to optimize the network for academic purposes.
- RLDS reserves the right to disconnect any user at any time for any purposes.

Weapons

- Firearms, weapons, ammunition, and explosives are not permitted in or around residence halls, apartments, and dining room. Prohibited weapons include, but are not limited to: paintball guns, airsoft guns, tasers, sling-shots, mace or pepper spray containers in excess of 1 ounce, knives or swords (blades 3” or longer except in the apartments for cooking purposes only), brass knuckles, blow guns, dart guns, bows, arrows, martial arts weapons.
- Weapons (as defined above) displayed as decorations are prohibited.
- Firearms may be stored at the University Police office, which is located on the corner of 15th and Flint. Residents are given 24-hour access to their weapons. Unfortunately, the University Police are unable to accommodate requests to store ammunition, sprays, or swords.

Windows, Balconies, and Rooftops

- Hanging, climbing or attempting to climb the exterior or interior of buildings through room windows is not permitted. Disabling window stops or rivets is prohibited.
- Accessing or climbing on the exterior of buildings, roofs, and balconies is prohibited.
- Throwing, dropping, or shooting any object (including liquids) within or from residence hall or apartment windows or any building is prohibited.
- Removal of window screens is prohibited.
PROCEDURES

Filing an incident Report
Any resident, student, faculty, or staff member of the University may file an Incident Report regarding a resident or guest for failure to follow the policies outlined in this document. RLDS staff can help you obtain an Incident Report form and fill out the complaint. Staff within RLDS 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 Reports or written letters should include the following information:

- Name of the accused
- Address of the accused
- 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

After completing report, the report can be provided to any RLDS staff member. A staff member will review the complaint and follow the most appropriate procedure for addressing your concerns; depending on the type of complaint, you may or may not know the results of the process.

Students reporting an incident involving sexual misconduct are strongly encouraged to contact the University Police Department as soon as possible, and to seek assistance from the STOP Violence counselor in the Dean of Students Office. Residence Hall staff is able to assist students with these referrals

CONDUCT PROCEDURES

Overview
Conduct 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. As state above, failure to abide by the policies outlined in this document may result in disciplinary action as outlined below and/or as outlined in the Student Code of Conduct. Furthermore, any violation of these policies that is also a violation of federal or state law may be subject to prosecution under any applicable federal or state law. This policy shall apply to a student’s conduct even if that student withdraws from school while a disciplinary matter is pending. In addition, proceedings under the Code and this policy may be conducted prior to, simultaneously with, or following any civil or criminal proceedings. (UW Regulation 8-30)

Correspondence
Official correspondence regarding any incident will be made through the student’s University email account.
Procedures

1. A potential violation of policy occurs, the incident is documented and referred to RLDS.
2. Within five business days of receiving notice of an alleged violation, an individual designated as a Conduct Officer by the Executive Director of RLDS will email the student a notice regarding the alleged violation. The notice will contain the following information:
   a) Specific portions of this policy and Code of Conduct that may have been violated;
   b) A Review of the potential sanctions; and
   c) A review of the meeting procedures.
3. The Conduct Officer will work with the student to schedule a meeting. The Conduct Officer may choose to include other University officials in the meeting process.
4. At the meeting:
   a) The Conduct Officer will review the Incident Report with the accused and provide an opportunity for the accused to present relevant information and witnesses.
   b) The student has the option of bringing an advisor to the meeting. The advisor may only advise the student, not represent the student.
   c) The student has the right to present witnesses and information.
   d) The technical rules of evidence applicable to civil and criminal cases shall not apply.
   e) After all information has been presented, the Conduct Officer will review the findings and come to a decision and possibly assign sanctions. (See below for a list of possible sanctions)
   f) Upon making a decision, the Conduct Officer will complete a Case Resolution 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.
   g) The Conduct Officer will discuss the appeal process available to the student at the conclusion of the meeting and provide an appeal form.
   h) Should the accused fail to appear, the meeting may be held in her/his absence and sanctions may be imposed.

Appeal

If a Student disagrees with the decision of the Conduct Officer, the student has five business days from the date of receiving the decision to submit the appeal form to the Associate Director of RLDS. The student can only appeal the decision if the student believes:

1) The decision reached was not based on a preponderance of the evidence, which requires that the facts more likely than not prove the issues for which they are asserted
2) The sanctions imposed were unduly severe or disproportionately harsh
3) New information is available which was not available at the time of the meeting
4) The Associate Director will review and determine whether he or she agrees with the decisions of the conduct officer. If the Associate Director disagrees with decision, the Associate Director can reverse the decision or modify the sanction. The Associate Director’s decision is final.
Sanctions

Sanctions may be implemented when students are found responsible for violations of RLDS or the Code. Repeated violations or multiple violations of this policy are not acceptable. If sanctions are assigned, failure to complete any part of the sanction will result in a hold placed on the student’s academic record. In addition, failure to complete sanctions may result in new charges and/or sanctions. Sanctions may include, but are not limited to:

AWARE – Alcohol. The AWARE programs strive to utilize best practices in providing drug and alcohol education and prevention programming for the University of Wyoming campus and community. The AWARE program promotes a standard of wellness in regard to healthy choices surrounding alcohol use and the prevention of illicit drug use by college students.

AWARE-Marijuana. The AWARE program strives to utilize best practices in providing drug and alcohol education and prevention programming for the University of Wyoming campus and community. The AWARE program promotes a standard of wellness in regard to healthy choices surrounding alcohol use and the prevention of illicit drug use by college students.

Discipline Warning. This is a written statement summarizing the outcome of a conduct meeting. This serves as notification to students that their actions are not acceptable and future violations of any rule in this policy during the stated period may result in more severe sanctions.

Educational Assignment. Educational assignments are sanctions assigned by a Conduct Officer for a student to more closely address the desired learning outcomes of the conduct meeting. Examples include but are not limited to: special projects, apologizing to affected members of the community, participating in a Registered Student Organization, or writing a reflection paper.

Parental Notification. Subject to FERPA, parental notification may be made when a determination is made by the Conduct Officer that the student’s behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses, or, any violation of law involving a controlled substance.

Community Service. This can include work on or off campus.

Conduct Probation. When a determination is made by the Conduct Officer, and upheld on appeal (if applicable), that the student’s misconduct was of a serious nature the student may be placed on conduct probation for a specified period of time. Occurrence of any further misconduct during the stated probationary period will constitute grounds for suspension or expulsion from the University.

Deferred Eviction. Being placed on deferred eviction status means if you are found responsible for violating any further policy or procedure you will be evicted from the residence halls/apartments. This constitutes your last chance to remain eligible to live in the residence halls/apartments.
Deferred Parental Notification. RLDS staff may make the determination that contact be made with the parents of any student due to any future policy violation. This is especially applicable in situations when a student may have passive involvement in alcohol and/or drugs situations.

Eviction. Based on the recommendation of the Conduct Office, the Executive Director may determine the need to revoke the privilege to reside within or visit the residence halls, apartments and dining facilities. 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.

Housing Probation. The student is placed in a status of warning for a specified period for either serious or repeated misconduct. Occurrence of any further misconduct during the stated period will likely result in eviction from the residence halls or apartments—students may be charged for room/meal plan fees for the remainder of the academic year/lease.

Parental Notification. Subject to FERPA, parental notification may be made when a determination is made by the Conduct Officer that the student’s behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses, or, any violation of law involving a controlled substance.

Required to pay for damages. Requiring a student to pay for replacement, repair, or damage to University property. This includes student rooms and common areas. Common area spaces include, but are not limited to: hallways, bathrooms, elevators, lounge and lobby spaces, and stairwells. When no individuals are found responsible for damages in a common area, incurred damage costs are equally pro-rated among the residents of the floor/wing/building and assessed to students’ accounts.

Referral. Students may be sent to other entities to further learn of the consequences of their behavior or to learn how to adjust to a mature college setting. Referrals also may be made to help students learn how to manage life skills.

Room/Building Change. Requiring a student to move to another floor, residence hall, or apartment.

Recommendation of Suspension from the University. The Conduct Officer may recommend to the Dean of Students separation of the student from the University for a definite period of time, after which the student is eligible to return. An administrative hold may be placed on the student’s record and conditions for readmission may be specified.

Recommendation of Dismissal from the University. The Conduct Officer may recommend dismissal (a permanent separation of the student from the University) for misconduct from the University to the Dean of Students.
Records

- All documents relating to the conduct proceeding will be kept in the student’s judicial file in the Dean of Students Office for seven years from the date of the incident.

Repairs and Maintenance

- Repairs and maintenance must be performed by authorized University staff and contractors only.
- Residents should report maintenance concerns in a timely manner by submitting a work request form on the RLDS website (http://www.uwyo.edu/reslife-dining/). Password to submit: COWBOYS

Restroom Access

- Providing restroom access to non-residents of your floor is prohibited.
- Guest restrooms are provided in the main lobby of each residence hall building or community center.

Right to Entry

Authorized University personnel may enter student rooms/apartments without notice for:
- Routine maintenance of University property and responding to resident work requests.
- To inspect for or make necessary repairs to rooms/apartments equipment.
- To verify occupancy.
- In situations where a student’s safety and well-being are thought to be at risk.

Room Consolidation/Apartment Changes

- RLDS reserves the right to consolidate vacancies by requiring residents to move from single occupancy to double occupancy rooms. When RLDS determines that space is available, the resident may be given the option for single occupancy charges rather than consolidation.
- Residents in shared apartment accommodations (Bison Run Village) without a roommate(s) may only utilize their own lease assigned space.
- If a resident has a concern related to a conflict with a roommate, the resident should contact a RLDS staff member who will try to work with both parties to address the concern. If the concern is not addressed, the resident may request a room/apartment change. Room/Apartment changes are a last option and are not granted easily. Changes must be made with an Authorization Form obtained from the Residence Coordinator in your area in cooperation with the RLDS Contracts Office. Changing rooms or trading keys without permission from a Residence Coordinator is not permitted.

Trespass

- Separate from the disciplinary process, when an individual’s actions are deemed to be harmful and/or disruptive to the university and/or its individual members, contrary to the University’s policies, rules or regulations, or where the individual’s actions are contrary to law, an individual may be legally barred from University owned or controlled properties. For more information on the University’s Trespass policy please see:
  http://www.uwyo.edu/generalcounsel/new-regulatory-structure/facilities.html
Additional Resources

- University of Wyoming Student Code of Conduct (http://www.uwyo.edu/DOS/)
- University of Wyoming Regulations (UW Regulations) (www.uwyo.edu/legal/)

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.

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