Overview

1. When a potential violation of policy occurs, an incident report must be submitted to the Students Office. Reports can be made:
   - In person at the Students Office
   - By phone (307-766-3175)
   - By email (reslife-dining@uwyo.edu)
   - By fax (307-766-3170)

2) The meeting was conducted unfairly and procedures were not followed.

h) Should the student fail to attend their scheduled conference.

Form detailing the charges, decision(s), and rationale for what is expected of you and processes available to you while residing in the building is prohibited.

Interfering with staff while they are performing their duties.

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

Residence Life & Dining Services
2016 - 2017 Academic Year
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 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 separate from and in addition to the University Of Wyoming Student Code Of Conduct. For a copy of the Student Code of Conduct, please see: uwyo.edu/dos/conduct/
GENERAL POLICIES

Alcohol
• No person under 21 years of age may possess or consume alcohol in any residential units on campus.
• Alcohol is not permitted within the Washakie residence halls (White, Downey, McIntyre, and Orr) or the Honors House. This includes, but is not limited to, consuming alcohol and/or possessing opened or unopened containers of alcohol.
• Public or severe intoxication, regardless of age, is prohibited.
• Alcohol is permitted in Hill and Crane Halls and the UW Apartments only if 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 alcohol and displaying alcohol containers is prohibited.
• Students may not possess and/or display empty alcohol containers or paraphernalia, as they are considered evidence of use and/or consumption. This includes, but is not limited to: cans, bottles, cases, bongs, shot glasses, etc.
• Remaining in a room containing opened, unopened, or empty containers of alcoholic beverages is prohibited, except as outlined above (see Passive Involvement).
• Production and/or selling of alcohol in the UW Apartments and Residence Halls is prohibited.

Animals and Pets
• Pets are not permitted in residence halls and apartments, with the exception of fish contained in aquariums of 20 gallons or less. Please note that lizards, frogs, snakes, and other animals which commonly live in aquariums are prohibited; only fish are allowed.
• Students registered with University Disability Support Services may have a service animal. Students must receive approval before bringing the animal into any RLDS facility. For information on the University’s Service and Assistance Animals Policy please see:
Additionally, students registered with University Disability Support Services may request to have an Emotional Support Animal (ESA). Information on the ESA approval process, as well as expectations for ESA care and behavior, can be found at uwyo.edu/reslife-dining/_files/assistanceanimalspolicy.pdf

Community
• Any action that infringes upon the rights of others is prohibited.

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

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

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.
• Appliances which use open flames and/or exposed heat elements
(such as a hot plate, toaster oven, George Foreman-style grill, quesadilla maker, etc.) are prohibited in the residence halls. These items may be used in the UW Apartments; however, they must use fewer than 800 watts and must be attended while in use.

- Personal outdoor grills are prohibited.
- Refrigerators in the residence halls must be smaller than 4.5 cubic feet.

**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 common area furniture.
- Tampering with hall elevators is not permitted. This includes, but is not limited to, misuses of emergency stop, alarms, prying doors open, overloading, or causing elevators to jam.

**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 and other decorations may not hang over any edge of the door.
- Duct tape may not be used in any RLDS facility for any purpose.
- 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 in which it 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.
• Making holes in walls is prohibited.
• Placing and/or hanging items on the exterior of the building (including but not limited to, lights, antennas, cable, etc.) is prohibited.
• 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.
• Decorations may not include weapons, ammunition, or like items. This includes items that are not operational (including, but not limited to, empty shells and antique-type weapons/ammunition).

**Dining Facility Regulations**

• A valid UW WyoOne Card is required for entrance to the dining facility. 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, and/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.
• 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 marijuana for medicinal purposes. Use or possession of this drug for medical or other reasons will not be permitted at the University.
• Possession 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.
• 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.
• Residents cannot bring in or store flammable liquids or their containers. This includes, but is not limited to, gasoline, propane, and other fuels.
• Falsely reporting, setting, or causing a false alarm is prohibited.
• Burning of any substances in the residence halls and apartments 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.
• 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. This includes Scentsy-branded warmers and similar products.
• 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. Residents may be given the opportunity to retrieve their items; however, materials of personal, biological, or environmentally hazardous nature may be disposed of immediately. 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, damage, 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 guests’ actions.
• Any guest who violates any RLDS or University policy while in any RLDS facility or surrounding areas may be subject to disciplinary action, including removal from the building(s) and restriction from accessing any of the above facilities and/or surrounding areas.

Residence Halls
• Residence hall residents may host overnight guests, provided they obtain the approval of their roommate in advance.
  o No guest may stay in a room for more than three nights in a 14-day period. A maximum of two guests are allowed in a double occupancy room on a given night.
  o Guests in the building must be accompanied by their host student at all times, including to and from the hall entrance and restrooms.
  o Residents may not host overnight guests during finals week.

Apartments
• UW Apartments residents may host overnight guests, provided they obtain the approval of their roommate(s) in advance.
  o No guest may stay in an apartment for more than 14 nights in a semester without being listed as a roommate on the UW apartment lease.
o Guests in the community must be accompanied by their host student at all times.

o No guests are allowed in the 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 Regulations 1-5 (See: uwyo.edu/generalcounsel/_files/docs/uw-reg-1-5.pdf).

• Harassment may include, but is not limited to: any physical, verbal, or electronic behavior that threatens an individual or creates a hostile environment for an individual on the basis of race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category.

• Complaints of harassment should be reported to an RLDS staff member, the Equal Opportunity Report and Response Office, and/or 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 must be taken to the appropriate outside trash or recycling receptacle. Residents are not permitted to place their room trash in lobby or common area trash receptacles.

• Residents are responsible for maintaining the cleanliness of all community areas, including, but not limited to, 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; residents are asked to use this space judiciously. All items placed in the freezer must be properly wrapped and labeled.
- Residents are responsible for following any pest management procedures performed in their living space.
- 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 (uwyo.edu/reslife-dining/ Password to submit: COWBOYS).
KEYS, LOCKS, AND SECURITY

RLDS Residential Access and WyoOne Card Use
• The WyoOne ID card is the property of the University of Wyoming, and a card is provided to each student so that they may access the privileges and services provided for them. It is unacceptable to give, loan, or otherwise make available the UW WyoOne Card to another individual. Loss of the UW WyoOne Card must be reported to RLDS immediately. A card used by anyone other than the owner will be confiscated.
• RLDS 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.
• Providing restroom access to guests and residents of another floor is prohibited. ADA and gender neutral guest restrooms are provided in the main lobby of each residence hall building.

Lockouts
• Misuse of emergency lockout service is prohibited in both the residence halls and apartments. Excessive and/or egregious use of lockout service may result in disciplinary action.
• Residence hall students will be charged a $5 fee for each temporary card or replacement card, after two free lockouts per semester are utilized.
• Apartment residents are permitted two lockout allowances per semester, including providing access to an apartment/bedroom and/or providing a resident with a temporary card. 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.

- In the event that an Apartments resident misplaces their mail keys, they will need to contact USPS directly to discuss replacement options. Apartments staff do not have access to resident mailboxes.

**Security of Persons**

- If you believe that someone is missing, you should quickly notify your Resident Assistant (RA) or the residence hall lobby desk assistant. 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: 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 surrounding areas. Children are not permitted to be left alone overnight without proper adult supervision. Cases of child neglect or abuse must be referred to a Resident Assistant or the Residence Coordinator—Apartments for referral to appropriate authorities.

**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.
Noise, Quiet, and Courtesy Hours
• Quiet hours are observed from 8:00pm-8:00am on weeknights (Sunday- Thursday) and 12:00am-8:00am on weekends (Friday- Saturday).
• During final exams week, 24-hour quiet hours will be observed.
• During quiet hours, no noise should be heard outside of your room or apartment.
• 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: 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
• Students who are in the presence of a policy violation should attempt to stop the violation, contact the residence hall or apartment staff, and/or remove themselves from the situation.
• Students who choose to stay present while a policy violation is occurring will be included on the incident report and may be held responsible for a policy violation.

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: uwyo.edu/dos/sexualmisconduct/sexual%20misconduct%20policy.pdf
• Reports of sexual misconduct may also be reported to RLDS. Reports made to RLDS will be forwarded to the Dean of Students Office. Reports can be made:
  o By telephone (307-766-3175)
  o To the main office in the lower level of Washakie Center, subject to University business hours
  o In person to a Residence Coordinator, Graduate Residence Coordinator, or Resident Assistant
  o By email (reslife-dining@uwyo.edu)
• Additional agencies where sexual misconduct can be reported are:
  o Dean of Students
    • By telephone 307-766-5179
    • In person (Knight Hall, Room 128) (subject to University business hours)
    • By email (dos@uwyo.edu)
  o University of Wyoming Police Department (UWPD)
    • Phone: Non-emergency Dispatch: 307-766-5179
    • Address: 1426 E. Flint St, Laramie, WY 82071
    • Website: www.uwyo.edu/uwpd
    • Email: uwpd@uwyo.edu
  o City of Laramie Police Department (LPD)
    • Phone: Non-emergency Dispatch: 307-721-2526
    • Address: 620 Plaza Court, Laramie, WY 82073
    • Website: www.ci.laramie.wy.us/index.aspx?nid=97
  o Albany County Sheriff’s Office (ACSO)
    • Phone: Non-emergency Dispatch: 307-721-2526
    • Address: 525 Grand Ave, Suite 101, Laramie, WY 82070
    • Website: www.co.albany.wy.us/sheriff.aspx
  o Wyoming State Highway Patrol
    • Phone: 307-777-4321
    • Address: 5300 Bishop Blvd, Cheyenne, WY 82009
    • Website: www.whp.dot.state.wy.us/home.html
Individuals may submit anonymous reports to UWPD in one of three ways:

- Silent Witness: www.uwyo.edu/uwpd/crimereporting-info/silentwitness.html
- Confidential Sexual Assault Report Form: www.uwyo.edu/uwpd/crimereporting-info/sexassault-info.html
- Text Tips to UWPD: Text the keyword UWYO and a message to 847411 (Tip411).

Individuals may also submit anonymous reports to the STOP Violence Program:

- Phone: 307-766-3434
- Email: stopviolence@uwyo.edu

**Smoking**

- 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 entranceways, passageways, operable windows, or ventilation systems.
- Smoking traditional pipes, cigarettes, hookahs, e-cigarettes, vape pens, and like items within all RLDS facilities is prohibited.
- The use of smokeless tobacco products is prohibited in the residence halls.

**Solicitation and Business Operation**

- Solicitation, including selling door to door in the residence halls and apartments, is not permitted.
- 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, apartments, or surrounding areas. This includes, but is not limited to: throwing objects, roughhousing, water fights, roping, and snowball fights.
- Actively using bicycles, skateboards, rollerblades, skates, scooters, or other related equipment are not permitted in, on, or around any RLDS building, tunnel, or structure.
- Hoverboards and similar self-balancing personal scooters are not permitted in or to be stored in any UW buildings or outdoor pedestrian pathways, under existing UW policies.
- Residents may walk bicycles to their rooms for storage.

Termination of Contract

- Students who are found to be in violation of their residence hall contract or apartment lease may have their contract or lease terminated by RLDS. This may occur for reasons including, but not limited to: conduct policy violations, failure to remit payment, failure to meet enrollment requirements, or any other violation of the RLDS contract.

Use of Space

- Common space, furniture, and amenities within the UW residence halls and apartments are provided for the mutual enjoyment of all residents and their guests. Appropriate and civil behavior is expected of all residents and guests, at all times, while using common space and amenities.
- Using common space and amenities in a way that disallows others from using them is prohibited. This includes, but is not limited to, leaving one’s belongings in a common space for a prolonged time, behaving uncivilly toward another person or persons in the space, and monopolizing the use of televisions and/or other amenities.
- Residence hall residents who do not have a roommate may be asked to consolidate rooms with another resident to most
efficiently use RLDS space. Failure to comply with room consolidation procedures, as well as behaving uncivilly toward a new roommate, may result in disciplinary action. 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. Residents in double-occupancy residence hall rooms may only use their own side of the room unless they have purchased the space as a Double-As-Single.
- 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.

**Weapons**

- Firearms, weapons, ammunition, and explosives are not permitted in or around residence halls, apartments, and dining hall. 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, and 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. The University Police are unable to accommodate requests to store ammunition, sprays, or swords.
• Any objects altered to be used as weapons, or altered to be perceived as weapons, are not permitted.

Windows, Balconies, and Rooftops
• Hanging, climbing or attempting to climb the exterior or interior of buildings 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.
• The use of window-mounted air conditioners 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 assist any individual with locating the online incident reporting form, as well as assist with filling out and submitting the report. Additionally, RLDS staff can file incident reports regarding matters brought to their attention either by direct observation of student behavior, through online media, or through student communication. Incident reports should include the following information:

- Names of the involved parties
- Addresses of the involved parties, if known
- Date the report is submitted
- Date of the alleged incident
- A narrative of the alleged incident and summary of concerns
- Name and address of the person filing the concern
- Names and addresses of potential witnesses, if known

After completing the report, RLDS staff will review the complaint and follow the appropriate procedure for addressing the concern. Depending on the type of concern or incident, the person who submitted the incident report 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 at 307-766-3434. RLDS staff are also able to assist students with these referrals.
CondEct Procedures

Overview
CondEct procedures are designed to uphold and respect the rights of all involved parties and to ensure the wellbeing of those affected as well as the community. 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 of Conduct 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. Students are responsible for checking their University email regularly; failure to check or open University correspondence regarding conduct matters does not excuse the student from engaging in the conduct process.

Procedures
1. When a potential violation of policy occurs, an incident report will be submitted 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 regarding the alleged violation. The notice will contain the specific portion(s) of the RLDS Policies & Procedures that may have been violated, as well as a review of the meeting procedures.
3. The Conduct Officer will set up a meeting with the student, based on the student’s current class schedule. 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 student and provide an opportunity for the student 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 respond to all allegations and to provide relevant information.
   d) The Conduct Officer shall use the standard of “preponderance of evidence” to make all decisions related to the case, meaning that they shall use all available information to determine whether it is more likely than not that a given policy violation occurred.
   e) After all information has been presented, the Conduct Officer will notify the student of the outcome of their case, and possibly assign sanctions (See next page for a list of possible sanctions).
   f) The Conduct Officer will complete a Case Resolution Form detailing the charges, decision(s), and rationale for the decision(s).
   g) The Conduct Officer will discuss the appeal process available to the student at the conclusion of the meeting.
   h) Should the student fail to attend their scheduled conduct meeting, the meeting may be held in their absence and sanctions may be imposed.

**Appeal**

If a student wishes to appeal the decision(s) made in their conduct case, they have five business days from the date of receiving the decision to submit the appeal form to the Associate Director of RLDS. An appeal form can be obtained by any Conduct Officer. The student can only appeal the decision if they believe:

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 meeting was conducted unfairly and procedures were not followed
3) New information is available which was not available at the time of the meeting

The Associate Director will review and determine whether they agree with the decisions of the Conduct Officer. If the Associate Director disagrees with decision, they may reverse the decision and/or modify the sanction. The Associate Director’s decision is final. The Associate Director will notify the student of the decision in writing.

Records
All documents relating to the conduct proceeding will be kept in a secure electronic database for seven years from the date of the incident.
SANCTIONS AND OUTCOMES

Outcomes
Outcome levels are specified periods of observation and evaluation of a student’s conduct at the University and/or in residential housing. Outcome levels range from warning-level to expulsion, dependent on the severity and frequency of violations. Outcomes are determined by the Conduct Officer on a case-by-case basis. Outcomes include:

*Discipline Warning*: This is the first level of probationary status within RLDS. This sanction serves as notification to students that their actions are not acceptable and future violations of any RLDS policy during the stated period may result in more severe sanctions.

*Housing Probation*: This is a probationary status within RLDS that reflects misconduct of a serious nature and/or repeated policy violations within a given period of time. Occurrence of any further misconduct during the stated period may 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.

*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.

*Recommendation of Suspension from the University*: The Conduct Officer may recommend to the Dean of Students that the student be separated 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.

Sanctions
Sanctions may be implemented when students are found responsible for violations of RLDS Policies and Procedures or the Student Code of Conduct. Repeated or multiple violations of these policies 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 account. In addition, failure to complete sanctions may result in new charges and/or additional sanctions. Sanctions may include, but are not limited to:

**Aware - Alcohol:** The AWARE programs strive to utilize best practices in providing 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 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.

**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.

**Community Service:** This can include work on- or off-campus.
Deferred Eviction: Deferred eviction may be imposed for misconduct of a serious nature and/or multiple policy violations within a given period of time. Students who are found responsible for violating any further policy during the deferred eviction period will be evicted from the residence halls/apartments.

Deferred Parental Notification: Subject to FERPA, RLDS staff may recommend that contact be made with a student’s parents/guardians in the event of any future policy violation.

Eviction: Based on the recommendation of the Conduct Officer, 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 and/or referral to the Dean of Students Office.

Parental Notification: Subject to FERPA, parental notification may be initiated 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.

Restitution for damages: Students may be required 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: Students may be required to move to another floor, residence hall, or apartment.

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: uwyo.edu/generalcounsel/_files/docs/presidential%20directive%20updates%202016/pd%202-2014-1.pdf

Additional Resources
• ResNet Service Agreement (uwyo.edu/resnet/tos)
• RLDS Contract Terms and Conditions (uwyo.edu/reslife-dining/_files/halls/uwrlds_contractterms1516.pdf)
• University of Wyoming Student Code of Conduct (uwyo.edu/DOS/) University of Wyoming Regulations (UW Regulations)(uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/)
• Office of Equal Opportunity Report and Response (EORR) (uwyo.edu/diversity/eorr/)

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.
and/or modify the sanction. The Associate Director's decision is

The Associate Director will review and determine whether they

• Electrical lights are permitted inside the room, but must be UL

• Refrigerators in the residence halls must be smaller than 4.5 cubic

• Personal outdoor grills are prohibited.

1. When a potential violation of policy occurs, an incident report

following any civil or criminal proceedings (UW Regulation 8-30).

and/or as outlined in the Student Code of Conduct. Furthermore,

all involved parties and to ensure the wellbeing of those affected as

• Skateboards, roller blades/skates, and manual scooters are not

• Hanging, climbing or attempting to climb the exterior or interior

• Reports of sexual misconduct may also be reported to RLDS.

• Residents should report maintenance concerns in a timely manner

• Appliances which use open flames and/or exposed heat elements

• Additionally, students registered with University Disability

• Appliances which use open flames and/or exposed heat elements

• University of Wyoming Student Code of Conduct

• Email: stopviolence@uwyo.edu

• Address: 525 Grand Ave, Suite 101, Laramie, WY

• Address: 620 Plaza Court, Laramie, WY 82073

uwyo.edu/reslife-dining