Residence Life Civility Statement

The Department of Residence Life & Dining Services (RL&DS) at the University of Wyoming is committed to providing a fair and just environment for all individuals within the residential community. One aspect of promoting fairness is demonstrating an appreciation for human differences while resisting intolerance and hate-related behavior. Human differences include, but are not limited to; age, culture, ethnicity, gender, ability, race, religion, or sexual/affectionate orientation.

The rules and regulations within the following publications apply to all residents, guests, and visitors in and around the residence halls. Violation of these policies may be subject to conduct procedures and/or prosecution under the laws of the State of Wyoming.

- ResNet Service Agreement: www.uwyo.edu/resnet
- RL&DS Contract Terms and Conditions: www.uwyo.edu/reslife-dining/halls
- Student’s Responsibilities and Rights for Residence Life & Dining Services (this policy)
- University of Wyoming Student Code of Conduct: www.uwyo.edu/DOS
- University of Wyoming Regulations (UW Regulations): www.uwyo.edu/legal
- Walking and Wheeling at UW

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. Student conduct is considered within the University community as a vital part of the educational process. Therefore, students, guests, and other members of the University community are expected to follow University Policies and standards of conduct. UW Regulation 8-30 provides further clarification of this topic.

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. Such rules and procedures shall be complementary to the University Of Wyoming Student Code Of Conduct.
The following policies are in addition to the University of Wyoming Student Code of Conduct and outlined for you, the student, to help you understand what is expected of you, the methods for bringing concerns to staff, and the procedures for staff intervention and response.

Alcohol
In addition to the Code of Conduct alcohol policy (www.uwyo.edu/DOS), Residence Life & Dining Services has some additional regulations for residents and guests of our residential buildings regarding the use of alcohol.

• No person under 21 years of age may possess or consume alcohol.
• Public or severe intoxication, regardless of age, is prohibited.
• Alcohol is not permitted within Downey, Hill, McIntyre, Orr, White Halls, or Honors House regardless of age.
• No individual may be in possession of alcohol containers or paraphernalia in Downey, Hill, McIntyre, Orr, and White Halls, Honors House, or Community Center. This includes displaying alcohol containers or bongs even if they are empty.
• Remaining in a room containing open, unopened, or empty containers of alcoholic beverages is prohibited (See Passive Involvement).
• Alcohol is permitted in Crane Hall and the UW Apartments only under the following rules:
  • Any person under the age of 21 may not be in a room where there is alcohol regardless of whether 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 or apartment if he or she chooses to consume or possess alcohol.
  • Possession of kegs, party balls, alcohol bongs, and quantities exceeding one case of beer or malt beverage (24 cans/bottles), possession of excessive amounts of liquor and displaying alcohol containers/paraphernalia is prohibited.
  • Public area possession of open containers or consumption is prohibited. Public areas include lobbies, kitchenettes, study rooms, stairwells, elevators, hallways, bathrooms, student rooms with open doors, and any outdoor area in our residential/apartment communities.

Business Operations
• Operating a business out of resident’s rooms or within the building is prohibited.

Compliance and Civility
• To ensure safety at all times, residents and guests need to follow the directions of University staff member, provide accurate information, and identification. Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated.
• Residence Life & Dining Services interprets the use of profanity, vulgar language, and derogatory comments as verbal abuse and uncivil discourse.

Cooking
• Appliances used for cooking must be approved for home use and use fewer than 800 watts in full operation. These items cannot be left unattended. Open flame or exposed element appliances (such as a hot plate, toaster oven, George Forman-style grill, quesadilla maker, etc.) are prohibited. Outdoor grills are prohibited in the UW Apartments.
• Microwaves must be under 800 watts, anything larger is prohibited.
• Refrigerators must be smaller than 4.5 cubic feet and use no more than 800 watts of power, with the exception of the refrigerators that are provided for the UW apartments.

Damaging, Tampering, or Vandalizing Personal or University Property
• Students may not damage, vandalize or tamper with the property of the University or other parties. Vandalism is defined as acts of malicious mischief as well as willful damage or destruction of personal or University property.
• Stealing, borrowing, or modifying University property is prohibited, including lounge furniture.
• Community Billing occurs when damage, vandalism, theft or a lack of cleanliness occurs in the common area spaces of the residence halls communities. Common area spaces include, but are not limited to: hallways, bathrooms, elevators, lounge and lobby spaces, stairwells, etc. 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.
• 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.

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. Electrical lights must be UL labeled and designed for interior use. Students must leave a 4 inch non-decorated perimeter on a door that is covered with wrapping paper or like items. Paper may not hang over any edge of the door.
• It is prohibited to hang lights on the exterior of the building and outside of residential units.
• Making holes in walls, placing items on the exterior of the building (antennas, cable, etc.) is prohibited. It is recommended that students use 3M brand adhesive for hanging posters rather than tape or nails.
• Banners, signs, pictures, and other items may not be displayed in individual room windows, or on the exterior of the building.

Dining Facility Regulations
Courteous and non-disruptive behavior is necessary to create a pleasant dining experience for all. Additionally, some of these rules have been implemented to maintain a high standard of food safety and to manage costs.
• A valid UW WyoOne Card is required for entrance to the dining hall. 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. Causing food/objects to be thrown is also prohibited. (See Disorderly Conduct)
• 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. If an exception is made, only approved Washakie containers may be used to remove food or beverages from the dining hall (for sick trays and Late Nite). Personal items (cups, water bottles, etc.) may not be brought into the dining hall. Students may take two pieces of fruit, a single bakery item or a single dessert item.
• Plates, silverware, and other Dining Services property must remain within the facility; removal of any of these items will be considered theft (see 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 so as not to create a safety hazard. 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. Do not enter these areas without permission.

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.

In addition to the Code of Conduct alcohol policy (www.uwyo.edu/DOS), Residence Life & Dining Services has some additional regulations for residents and guests of our residential buildings regarding the use and possession of drugs.
• Possessing 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.
• 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.

• It is prohibited to run extension cords from any interior building outlet to an exterior location.

• Bringing into the residence halls and apartments or storing flammable liquids or containers (empty or full) such as fuels, solvents, or other highly combustible substances in the hall is prohibited.

• 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.

• 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 or incense is prohibited.

• Candle warmers and Halogen lamps are not permitted due to the high incidence of fire safety concerns related to them.

• Storing, transporting, or discharging fireworks of any kind is not permitted.

• Non-potted, non-rooted trees are not permitted. Decorations containing dried plants or plant parts are prohibited.

• Failure to evacuate or follow directions during an alarm is prohibited. 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 or leave the building and move to an area of safety.

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.

• 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 RL&DS 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 RL&DS or University policy while in the residence halls, dining room, UW Apartments, Community Center, or surrounding areas may be subject to penalties, including removal and restriction from further entry.

• Residence hall residents may have overnight guests, provided they, in advance, obtain the approval of their roommate, inform their RAs, sign in at the residence hall front desk, and abide by all University policies and guidelines. No guest may stay in a room for more than three nights in a 14-day period. A maximum of two guests is allowed in a double occupancy room on a given night.

• Guests in the building must be accompanied by their host student at all times, including to and from the Hall entrance and restrooms.

• UW Apartments Residents may have overnight guests, provided they, in advance, obtain the approval of their roommate, inform their ALAs, and abide by all University policies and guidelines.

• 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.

• No guests are allowed 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 may warrant sanction. 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, color, religion, sex, national origin, disability, age, veteran status, sexual/affectionate orientation, or political belief.

• Unwelcome physical, electronic, or verbal contact that causes alarm or abuse, which serves no legitimate purpose and results in a significant change in employment or student status or creates an intimidating, hostile or offensive living environment.

• Behavior that involves an expressed 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.
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. NOTE: The University’s policy on discrimination and harassment is contained in UW Regulation1-5.

• Mistreating, intimidating, bullying or coercing another individual for any reason is prohibited. In addition, this behavior is prohibited in a roommate situation for the purpose of gaining a single room or to have another roommate assigned.

Health & Safety Room Checks
RL&DS staff want to create a healthy and safe environment for all residents living within the residence halls and apartments. To maintain this environment, RL&DS may conduct health and safety room checks in the residence halls each semester and monthly in the apartments. RL&DS staff reserves the right to conduct health and safety room checks at any time. Residence hall staff will request residents to clean their own room when staff determines that the lack of cleanliness might subject the resident(s) or others to health risks or extreme discomfort.

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.
• Under no circumstances are personal room trash cans or trash/recycling to be left in the hallways/corridors outside of student rooms/apartments.
• 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.
• Apartment residents who call upon staff to provide access to their apartment and/or mailbox may be charged with misuse of this service if the requests occur more than once for one household in four months, or if the resident fails to meet at the appointed time for the lockout service.
• Residence Hall Residents who call upon staff to provide replacement cards or access to their room may be charged with misuse of this service if the request occurs more than 5 times per semester.

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. This means that no noise should be heard outside of your room.
• During final exams week, 24-hour quiet hours will be observed.
• Courtesy hours are maintained 24 hours a day to create an atmosphere conducive to reasonable living and studying. Loud televisions, stereos and radios, as well as excessive noise activities are prohibited. Noise should not be heard more than two doors away from your room.
• At no time should noise from your room be heard outside the building, this also includes yelling out of the window.
• 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
Failure to comply with parking policies is prohibited.

Passive Involvement
As a member of our residential community, you are responsible for your behavior, the choices you make, and the behavior of your guests. It is our expectation that you will abide by all University and Housing policies. 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 staff
• You may remove yourself from the situation

If you choose to stay present while a policy violation is occurring, then you may be included on the incident report and could be held responsible for a policy violation.

Pets/Animals
Animals 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 for documented needs.
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 RL&DS website (www.uwyo.edu/reslife-dining)

Restroom Access
- Entering a residence hall restroom designated for the opposite gender is prohibited. Guest restrooms are provided in the main lobby of each building.
- Providing restroom combinations to non-residents of your floor is prohibited.
- Disabling a bathroom lock or preventing it from closing and locking properly is prohibited.

Right to Entry
The University respects an individual’s right to privacy. However, 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.
- Gaining entry or entering a room/apartment without the permission of hall staff or by force is prohibited.

Room / Apartment Changes
Conflict is a natural part of community living, whether with roommates, floor mates, or other residents within your hall/apartment. The majority of conflicts can be resolved through communication and finding shared solutions. Concerns are best addressed through mediation and conflict resolution efforts, both of which should be used before requesting a room 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 RL&DS Contracts Office. Changing rooms or trading keys without permission from a Residence Coordinator is not permitted.

Room Consolidation
RL&DS reserves the right to consolidate vacancies by requiring residents to move from single occupancy to double occupancy. When RL&DS determines that space is available, the resident may be given the option for single occupancy charges rather than consolidation.
- Failure to accept an assigned roommate is prohibited.
- 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.

Residents in shared apartment accommodations (Bison Run Village) without a roommate(s) may only utilize their own bedroom.

Security
- Propping open, tampering with, disabling, or otherwise causing a door not to effectively latch or fully fit into place is prohibited.
- Tampering with any residence hall lock or disabling a door is prohibited.
- Duplication of keys or cards or misuse of combinations to any residence hall building, apartment, room, mailbox, or office is prohibited.
- 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 RL&DS immediately.
- 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.
- It is unacceptable to exit through an “Emergency Only” door and/or to activate an alarmed door when no emergency is apparent.
- If you believe that someone is missing, you should quickly notify your Resident Assistant (RA), Apartment Life Assistant (ALA) or the residence hall lobby desk worker. RL&DS 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 the Campus Safety Webpage on the UW website.
Child Supervision: Parents/guardians are at all times responsible for the behavior and supervision of their children. Cases of child neglect or abuse must be referred to an Apartment Life Assistant or the Assistant Property Manager for referral to appropriate authorities. Staff will not assume responsibility for child supervision at any time, including during apartment programs. Parents should not leave children without adult supervision. Children (persons less than 18 years of age) are not permitted to be left alone overnight without proper adult supervision. An adult must be present with their children on playgrounds, in laundry facilities, at shuttle bus stops, and at all Apartments programs and activities. Any potentially dangerous objects such as matches, sticks, rocks, and/or knives of any kind are not toys and are not permitted in play areas.

Smoking
In order to provide a smoke free environment and in accordance with UW Regulation 2-180, smoking is prohibited within all residence halls, apartments, and dining areas. Complaints related to smoking which interfere with operation of the residential, apartments, or dining facilities, should be referred to the RL&DS staff. 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.

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, practical jokes, and snowball fights.
- Actively using bicycles, skateboards, rollerblades, skates, or other related equipment are not permitted in any RL&DS building or tunnel.
- Bicycles must be parked in appropriate locations.
- 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
RL&DS, 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. The privilege of using the University network is governed by this policy, UW Regulation 3-690, all other University regulations, the ResNet Service Agreement (located at www.uwyo.edu/resnet), 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.

- Misuse, damage, or tampering with computers, software, and/or data line access is prohibited. Tampering or misuse of a telephone calling card number or telephone line is prohibited.
- Violation of any of the rules or regulations governing the use of technological resources is prohibited.
- Violation of state or federal technology law is prohibited and may be reported to the appropriate authorities.

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.
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 or other electronic restraint devices, sling-shots, mace or pepper spray containers in excess of 1 ounce, knives (blades 3” or longer except in the apartments for cooking purposes only), precursors for explosives, brass knuckles, blow guns, dart guns, bows, arrows, martial arts weapons. Additionally, any object used in a threatening manner may be considered a weapon for purposes of criminal prosecution and/or disciplinary action.

- 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 (University Police can store only firearms and bows, not ammunition, sprays, swords, etc.), alternate arrangements for off-campus storage must be made by the resident.

Windows

- Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows is not permitted. Disabling window stops or rivets is prohibited.
- Throwing, dropping, or shooting any object (including liquids) within or from residence hall or apartment windows or any building is prohibited.

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. Conduct Meetings will occur to determine responsibility for alleged violations. Sanctions (defined later under “Sanctions”) may be implemented. With all Sanctions, certain behaviors may also call for action under the University of Wyoming Student Code of Conduct.

Rights as a Resident and Filing an Incident Report

Any resident, student, University faculty, or staff may file an Incident Report regarding a resident or guest for alleged violations of residence hall, apartment 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 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

- Residence hall staff can help you obtain an Incident Report form and fill out the complaint.
- Submit this information to RL&DS staff.
- 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 assault 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.
Overview of the Conduct Procedures

Conduct procedures are designed to uphold and respect the rights of the accused and to ensure the wellbeing of the alleged victim as well as other residents. Official correspondence regarding any incident will be made through the student’s University e-mail account.

Whenever student conduct constitutes a violation of federal, state, or municipal law as well as University rules, disciplinary proceedings may be instituted against a student for the preservation of University interests. 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)

Conduct Meeting

A conduct meeting is the forum in which a student is given the opportunity to respond to the written allegations against him/her and to present information in support of his/her case. Residence Coordinators, Assistant Property Manager, Area Coordinators, Graduate Residence Coordinators, or other authorized RL&DS staff (who are designated as Student Conduct Officers by the Executive Director, Residence Life, Dining Services and the Wyoming Union or designee) will meet with students and/or witness (who have information pertinent to the incident) when they have been involved in an alleged policy violation. The Student Conduct Officers may choose to include other University officials in the meeting process.

Meeting Procedures

1. A potential violation of policy occurs, the incident is documented and referred to RL&DS

2. The Student Conduct Officer will contact the appropriate individuals through Notice of Meeting via e-mail typically within two business days. This Notice of Meeting will include:
   a. Specific portions of this policy and Code of Conduct that may have been violated
   b. Time and date of when the meeting is scheduled
   c. Review of your right to bring your own witness and present your own information of what occurred. At the disciplinary meeting, the technical rules of evidence applicable to civil and criminal cases shall not apply.
   d. Review of the potential sanctions
   e. The option to bring an advisor to the meeting (for advisement only, not representation)

f. At the meeting, the Student Conduct Officer will review the Incident Report with the accused and provide an opportunity for the accused to present relevant information and witnesses.

g. Should the accused fail to appear, the meeting may be held in her/his absence and sanctions may be imposed.

h. After all information has been presented, the Student Conduct Officer will review the findings and come to a decision and possibly assign sanctions. The Student 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. Other aspects of the record that will be explained are:

i. The record is a formal document that is kept in a student’s judicial file at the University of Wyoming in the Dean of Students Office for seven years from the date of the incident.

j. The student has five business days to appeal the decision. An appeal form can be obtained from the Office of Residence Life and Dining Services.

k. 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.

l. This policy shall apply to a student’s conduct even if that student withdraws from school while a disciplinary matter is pending.

m. The Student Conduct Officer will discuss the appeal process available to the student at the conclusion of the hearing and provide an appeal form.

Appeals

Students may appeal the decision from a conduct meeting within five business days. Reasons a student could appeal a conduct meeting decision include:

• 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

• Sanctions imposed were unduly severe or disproportionately harsh

• New information is available which was not available at the time of the meeting

If a student chooses to appeal, they must:

• Complete and submit the Appeal Form and any additional information related to the appeal process, within five business days of receipt of the
meeting decision, to the Administrative Associate of the Associate Director of Residence Life. The Associate Director of Residence Life or designee will review and determine the outcome of the appeal.

Sanctions
Sanctions may be implemented when students are found responsible for violations of RL&DS and other UW policy, including violations of the Student Code of Conduct. Repeated violations or multiple violations of this policy are not acceptable. Sanctions are also determined by the student’s level of honesty and cooperation during the meeting. Failure to complete sanctions may result in the enforcement of more severe sanctions. Student Conduct Officers may impose more or less strict sanctions depending on the circumstances of each incident. A conduct file will be created with a violation.

AWARE- Alcohol
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.

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.

Community Service
Community service, work on campus, research projects or other appropriate learning experiences may be assigned.

Conduct Probation
Such action shall constitute a determination that the misconduct was of a serious nature such that the student is placed on Conduct Probation for a specified period. Occurrence of any further misconduct during the stated probationary period will constitute grounds for suspension or expulsion from the University.

Deferred Eviction
Your 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.

Deferred Parental Notification
RL&DS 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.

Discipline Warning
Formal, 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 that are designed and/or assigned by a Student 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.

Eviction from the residence halls, dining room, and University Apartments
The Executive Director determines 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.

No-Trespass Notice
It is the policy of the University of Wyoming and RL&DS 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, apartments, the Apartment Community Center, 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.

Parental Notification
RL&DS staff will coordinate the parental notification with the student in cases of alcohol or substance abuse problems when 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.

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.

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

Recommendation of Suspension from the University
The Student 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.

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

Restricted access to residence halls, dining room, and University Apartments
Eliminating a privilege to visit a particular residence hall, apartment complex or the Washakie Dining Center. 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.

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

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.