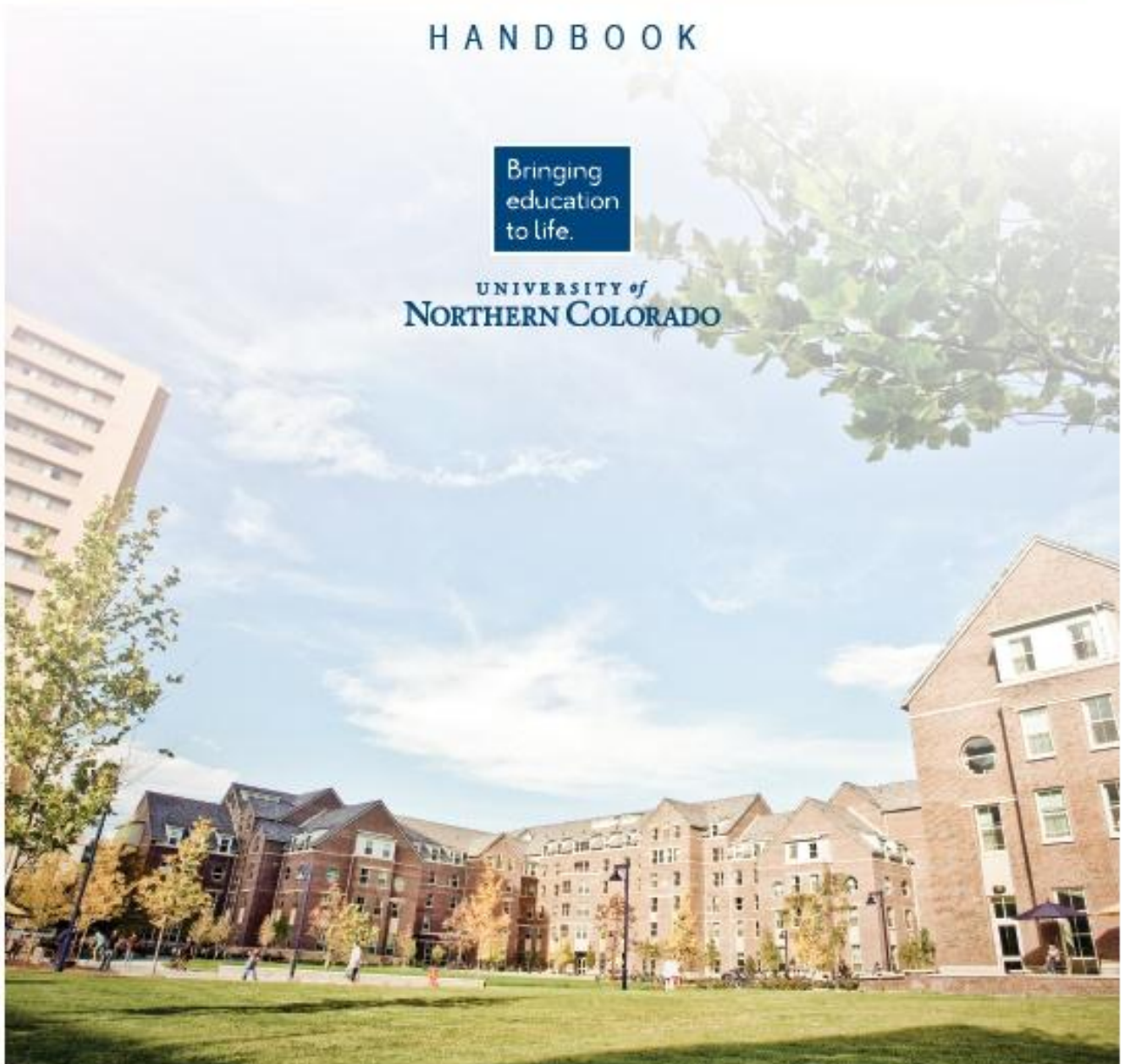


Housing & Residential Education

H A N D B O O K

Bringing
education
to life.

UNIVERSITY of
NORTHERN COLORADO



DEPARTMENT OF HOUSING & RESIDENTIAL EDUCATION

Vision

Housing & Residential Education will be a national leader in providing high-quality, student centered housing while engaging students in innovative residential learning experiences.

Mission

Housing & Residential Education creates an environment where students become responsible members of their community. We provide students an individualized experience, and exceptional facilities. We promote academic and civic engagement, respect for individual differences, and connection to the university and greater community.

Values

- Inclusive Communities
- Student Learning
- Social Justice
- Civic Engagement
- Facility Excellence
- Personalized Service

Ethical Framework

- Respect Autonomy
- Do No Harm
- Benefit Others
- Be Just
- Be Faithful



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THE HOUSING & RESIDENTIAL EDUCATION ADVANTAGE

MAKE FRIENDS

Each year, hundreds of programs are offered to residents. A few examples of these activities are: study skills workshops, tutoring, self defense workshops, billiards, card and board game tournaments, leadership workshops, responsible alcohol use seminars, feature movies, basketball and softball tournaments, communication skills workshops, and assertiveness training. Take advantage of these programs to meet people with similar interests and learn new skills in the process. Get involved and meet new friends!

GET INVOLVED

Living in on-campus housing is an excellent way to become part of the UNC campus community. Campus residents live in communities with 19 to 65 other students. We will help you develop your community, but your active involvement is essential to getting the most out of your residence hall experience.

BE A LEADER

On-campus living offers many opportunities to become involved in your community. Student leaders have a significant responsibility for community development and hall governance. For example, each residence hall has its own community council and there is a campus-wide residence hall student governing body (Residence Hall Association). There are numerous ways to become a leader within your hall and on-campus. Talk to your resident assistant or hall director for more information on ways to become a campus leader.

GET SUPPORT

An important factor in your academic and personal success is peer support. You can find a unique sense of belonging within residence hall communities because they foster connections between many different individuals. The residence halls are a great place to build friendships that will shape your college experience and last beyond your time at UNC. Living on-campus provides ample opportunities, through programming and social interaction, to get acquainted and involved with the campus community.

Aside from peer support, another very important support system is available to you in the residence halls – your hall staff. A resident assistant will live in your community, and will help you find ways to get involved at UNC. Your resident assistant is a student, just like you, and they are trained to provide support to residents in all areas of their lives. Get to know your resident assistant, ask them questions, and allow them to help you get the most out of your residence hall experience.

Your hall director is also here to support you. Your hall director will advise community council, help shape the community, and helps keep your residence hall running smoothly. Hall Directors are full-time professional staff with experience in working with college students. Your hall director can assist you with all different types of questions, and is a great person to know in your hall!

YOUR RIGHTS



Living on-campus allows you to live your lifestyle with the assurance that each individual's rights are valued and protected. Each member of the residence hall community must balance the rights of all individuals with their own rights. Take care to show respect for others, and you will find that you earn their respect.

ACCESS SERVICES

Our housing facilities offer much more than a place to eat and sleep. The residence halls offer extensive opportunities for personal, social, and academic enrichment. The residence halls also offer a comprehensive set of meal and support services. Take advantage of the student support services available to you as a UNC student. Talk to your resident assistant or hall director if you have questions about the services available to you as a UNC student. Ask questions, inquire about services, and provide suggestions on how UNC can better serve students!

HALL INVOLVEMENT

Getting involved with community activities can help you enjoy your UNC experience and earn better grades. Research shows that if you get involved outside of the classroom, you will be more satisfied and earn a higher grade point average (GPA). For this reason, our residence halls are more than a place to live. The UNC residence halls are community-oriented living environments where resident ownership determines the quality of the community. There are many opportunities for residents to interact with their peers through formal and informal programming, leadership opportunities, and academically focused events. Residents who take advantage of these opportunities and the community-oriented environment improve both their academic performance and satisfaction with the college experience. Living in the residence halls at UNC can be a fun and enriching experience if you take advantage of the breadth of opportunities available to you. Get involved!

SOCIAL ACTIVITIES AND RECREATION

There are many different types of recreational activities available to you as a residence hall student. A variety of board games and sports equipment is available for check-out through the front desks of the residence halls. Many of the residence halls offer pool tables, ping-pong tables, or a piano. There are also music practice rooms in many of the halls where you can play your own musical instrument.

If you like to be active, then the UNC student recreation center is a great place for you. Aside from cardio equipment, weights, a rock climbing wall, and open swim, the Student Recreation Center offers a variety of fitness classes and intramural sports. All students have access to the recreation center with their student ID, and getting involved in intramural sports is as easy as a phone call to the Campus Recreation Center (970-351-2062).

Also, don't forget about supporting your favorite UNC Bears athletic team. Watch the Bears compete in baseball, basketball, cross-country, football, golf, tennis, track and field, wrestling, soccer, softball, swimming, diving, and volleyball. UNC also has several popular club sports, such as hockey, that many students enjoy supporting.

RESIDENCE HALL COMMUNITY COUNCILS

If you want to take an active role in shaping the community in your residence hall or would like to gain valuable leadership skills, then you should check out your residence hall



community council. Community councils are a great way to meet other student leaders and take an active role in your community. See your hall director for more information about community councils and how you can get involved!

Residence hall community councils play an influential role in the development of hall community. Community councils plan many large events within the halls and are a primary source of change within the residence halls. For example, community councils have chosen to purchase different types of equipment for check-out at the front desk, and have made suggestions regarding policies and procedures. Some programs typically sponsored by community councils are Haunted Harrison, Lawrenson's End of the Year BBQ, and homecoming activities. Community council representatives work with the Residence Hall Association and staff from Housing & Residential Education on issues such as facility improvements, academic services, educational programs, and leadership development workshops.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) combines all community councils into one large body of students representing all residence hall students at UNC. RHA works with the administration on policy changes, physical improvements, and provides a wide variety of social and academic programming on a campus level. Additionally, RHA provides opportunities to attend regional and national conferences, which are a great opportunity to network with other student leaders and learn new skills.

As a student living in the residence halls, you are automatically a member of RHA. Take advantage of RHA by joining in the weekly meetings on Monday nights at 7pm at the University Center. Also, look for publicity about programs and events sponsored by RHA.

NATIONAL RESIDENCE HALL HONORARY (NRHH)

The National Residence Hall Honorary (NRHH) is an organization recognizing the top 1% of residence hall leaders for their contributions to the residence halls and campus community. An honorary and service organization, The Upsilon Nu Chi NRHH chapter is a nationally recognized chapter of the National Residence Hall Honorary, and is comprised of students excelling in academic, social, and leadership development while living in the residence halls. NRHH members often have opportunities to serve on campus-wide committees that help shape UNC. Applications for NRHH are accepted each spring, so begin building your leadership and academic experiences early in the year.

LIVING WITH A ROOMMATE

Living with a roommate can be exciting and challenging at times. For most students, sharing a living space with someone else is a big change. Hall staff, like your Resident Assistant, are available to assist you and your roommate in making a smooth transition to residence hall living.

Shortly after you move into your residence hall room, your Resident Assistant will ask you and your roommate or suitemates to fill out a roommate agreement. It is important to be open and honest with your roommate or suitemates as you discuss the following topics:

- Are you a morning person or a night owl?
- What is the best time for you to get up in the morning?



- When do you like to go to bed? Do you need the room to be quiet/ dark/ warm/ cool, etc. while you sleep?
- Do you like to hit the snooze button repeatedly or do you get up at the first buzzer on your alarm clock?
- How messy or neat do you keep your room? Are there acceptable types of messes, or unacceptable ones? How often do you prefer to clean things like the floors and bathroom/vanity?
- Do you make your bed?
- How do you feel about your roommate borrowing your belongings? Are certain items to be considered communal property, and are others off-limits?
- Would you like your roommate to ask before borrowing personal items, school items, etc?
- Do you like to sleep with the window open or closed; the room warm or cool, etc?
- How do you feel about visitors or overnight guests?
- How do you like to study: in your room or in the library; in silence or with background noise, etc?
- How do you handle stress? What do you like to do to relax?
- How will you and your roommates handle locking the door – is the last person out responsible?
- How will you work your message system so everyone gets their messages on time? How will you work the mail – should you pick it up for everyone in your room, or does everyone need to get their own mail out of the mailbox?
- How do you feel about underage alcohol or other illegal substance use?

EXPECTATIONS OF ROOMMATES

Your enjoyment of your residence hall experience will depend, to a large extent, on the amount of thoughtful consideration that you and your roommate or suitemates demonstrate for each other. Every student living in the residence halls has the following rights:

1. The right to read and study free from undue interference in one's room.
2. The right to sleep without undue disturbance from noise, guests of roommates/suitemates, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean living environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right to host guests with the expectation that one's guests are to respect the rights of other occupants of the room and community.
8. The right for redress of grievances. Housing & Residential Education staff are available to assist you in settling conflicts.
9. The right to expect reasonable cooperation in the use of shared room space, such as living areas and vanities.
10. The right to expect reasonable cooperation in the use of communal appliances in your room (i.e. telephone, refrigerator, etc.).



11. The right to be free from peer pressure or ridicule regarding your choice to abstain from alcohol consumption or substance use.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommate enjoy the rights listed above.

Housing & Residential Education staff members are available to assist you with any issues arising between you and your roommate/suitemates. Your resident assistant and your hall director are happy to provide you with the tools you need to solve roommate conflicts and other issues arising within your community. Sometimes roommate and community issues become conduct issues, and once individual behavior violates Housing & Residential Education policies, responsible students may face disciplinary action.

HALL INFORMATION

• APPLIANCES AND ELECTRICAL FIXTURES

- Prohibited Items include, but are not limited to:
 - Combustible Decorations on Light Fixtures
 - Combustible Lampshades, including Paper Lanterns
 - Extension Cords Running From Light Fixtures
 - George Foreman Grills
 - Halogen Lamps
 - Homemade Light Fixtures
 - Hot Plates
 - Microwaves over 700 Watts
 - Modified Light Fixtures
 - Multiple Extension Cords Plugged into Each Other or Spider-type Configuration on Extension Cords
 - Non-UL Approved Appliances or Fixtures
 - Open-coil Cooking Devices
 - Refrigerators over 3.7 cubic feet
 - Space Heaters
 - Toaster Ovens
- Possession of prohibited appliances is a violation of the Student Rights and Responsibilities Community Standards and may result in disciplinary action. If you have questions about an appliance, hall staff (Resident Assistant or Hall Director) are available to help determine if an appliance is approved.
- Compact refrigerators under 3.7 cubic feet, microwaves under 700 watts, coffee pots and a variety of other appliances are allowed.
- The provided light fixtures in your room should be equipped with 60 watt (ceiling) or 45 watt (lamps) bulbs. DO NOT INCREASE the bulb size or wattage. Additional light bulbs for lamps are available at the front desks. If a ceiling light or a light in an enclosed fixture burns out, report this to the front desk so Housing Services can replace it. Please recycle your provided used compact fluorescent light bulbs at the front desk of your residence hall.
- Electrical extension cords must be well maintained and in good repair, have a grounding prong, and bear the Underwriter Laboratory (UL) label. Electrical and extension cords may not be spliced or run under any doors, as this poses a



significant fire hazard. Do not nail, pin in place, or cover extension devices. If additional extension outlets are needed, special multiple outlet boxes equipped with a built-in breaker are available at several local retail stores. Extension cords must be of appropriate gauge wire to handle the desired appliance, although we recommend all appliances be plugged directly into the wall outlet or a surge protector. If an extension cord should become warm to the touch, it is too lightweight and must be replaced with a heavier gauge wire. The Department of Housing & Residential Education suggests the purchase and use of power strips/ surge protectors.

• **BICYCLES**

- Bicycle racks are available outside each residence hall facility. Bicycles should be locked by the frame, and registered through UNC Parking Services. UNCPD recommends the use of “U-locks.” Bicycles may not be hung from residence hall room ceilings, walls, or furniture. Parking bicycles in non-designated areas (i.e. hallways, hall entrances, trees, railings, and handicapped zones) may result in bicycle impoundment and/or a fine. Bicycles must be removed at the end of the academic year (May) or they will be impounded by UNCPD. If you wish to store your bicycle in your residence hall room, obtain your roommate’s/suitemates’ permission before doing so.
- Bicycle registration is available through UNC Parking Services. All bicycles on campus need to be registered through UNC Parking Services. To register your bicycle, you need fill out a bicycle registration card with your bicycle serial number. Proof of current address is also required. Bicycle registration costs \$5.00 and does not expire. It is also a good way to help prevent bicycle theft.

• **CHECK-IN PROCEDURES**

- Before a residence hall room is occupied, it is inspected by a Housing & Residential Education staff member, who notes the condition of the entire room on a master room inventory form. Upon arrival, residents will be asked to add to their own copy of the master inventory, which is used to note any pre-existing damage to the room. It is important to be accurate and thorough when completing the room inventory, and to return it to a hall staff member as quickly as possible.
- Upon completion of the room inventory form, each resident will be issued a room key/card access. It is important to keep your room key in a safe location, and to immediately notify the residence hall front desk if you should lose or misplace your room key as this is a safety and security risk.
- North, South, Turner, and Harrison South Halls are equipped with Card Access on room entry doors and students will not receive a key for these rooms but will utilize their UNC card for entry. They will need to set a 4 digit PIN at the residence hall front desk upon check-in.

• **CHECK-OUT PROCEDURES**



- When moving out of a residence hall room, whether at the end of the year or during a room move, it is important to follow proper check-out procedures. **Improper check-out will result in a minimum of a \$35.00 charge.**
- It is important to get your hall staff (Resident Assistant or Hall Director) involved as soon as you begin thinking about a room move. If you are having difficulties with your roommates/suitemate, hall staff members can help you resolve conflicts before a room move is necessary.
- A proper check out begins by removing all personal belongings, removing all trash, cleaning the room/suite/apartment, and returning the space to the condition at check-in. Next, schedule a check out appointment with a hall staff member, typically your Resident Assistant. At the time of check-out, a hall staff member will thoroughly inspect your room.
- The room inventory form, filled out by the resident upon check-in, and the inspection of the room by a hall staff member will serve as the basis for check-out charges, if assessed. Charges may include any damage to a room not considered to be part of normal wear and tear. If anything in the residence hall room is broken, damaged, unaccounted for, or in need of cleaning, the student(s) responsible will be billed for damages. Students or their guests who steal, lose, destroy, or damage UNC property, will be billed accordingly. In addition, unauthorized removal, malicious damage, and/or vandalism to property are violations of the Student Rights & Responsibilities Community Standards and Colorado law. Students engaging in the above behaviors may be subject to criminal prosecution and/or University disciplinary action.
- Checkouts at the end of each semester are done through a centralized process. Students will attend a floor meeting to understand policies and procedures for closing, and will sign up for a checkout time at the residence hall front desk.

• **CLEANING**

- Residents are expected to maintain a clean and healthy living environment in their residence hall room – this is a responsibility shared by ALL residents assigned to a living space. Failure to maintain a clean room poses a health risk, and is, consequently, a justifiable reason for having the room cleaned by UNC Housing Services staff at the residents' expense. You are expected to change bed linen, clean and dust rooms, remove trash weekly, and clean the bathroom (Hansen-Willis, Harrison, Lawrenson, North, President's Row, South, Turner, and University Apartments) to maintain a healthy living environment. Cleaning supplies and vacuums are available for check-out through your residence hall front desk.

• **COMMUNITY DAMAGES**

- Damage or vandalism that occurs in a community space and cannot be attributed to an individual(s) will be billed to all residents of the community. As a reminder, residents can be held responsible for the actions of their guests. All residents are encouraged to immediately report incidents of damage or vandalism to their Hall Director, Resident Assistant, or to the front desk.



• **CONSOLIDATING VACANCIES**

- In order to meet the needs of a variety of residents and to be cost effective, the University reserves the right to assign roommates and/or require individuals to change room assignment to consolidate vacancies. Vacancies are consolidated by having a resident move from a double room with only one occupant to another double room that also has only one occupant to create a room that has double occupancy. For a limited time before consolidation, the Department of Housing & Residential Education will allow residents the opportunity to find a new roommate of his/her choice that is currently living in the residence halls.
- If space is available before consolidation, a resident may occupy his/her room as a paid single. If you are interested in purchasing your double occupancy room as a paid single, check with your Hall Director regarding the availability of this option and the charges to purchase a paid single.

• **COOKING**

- For health and safety reasons, students are not allowed to cook with prohibited appliances in their residence hall rooms, or in community kitchens. Electric coffee pots, popcorn poppers, refrigerators under 3.7 cubic feet in size, and microwaves under 700 watts are permitted in residence halls rooms, provided they are Underwriters' Laboratories (UL) approved. The University reserves the right to remove all unapproved electrical cooking appliances.

• **ELEVATORS**

- Many of UNC's facilities are equipped with elevators for your convenience. It is important that basic safety measures be observed at all times. Please obey load limits, refrain from horseplay in elevators, and do not attempt to stop elevator doors from closing. In case of an elevator failure, please use the call box to call for help. Never attempt to exit a malfunctioning elevator without safety personnel to assist in your evacuation.
- Vandalism to the residence hall elevators, including damage caused by horseplay or willfully disobeying elevator safety guidelines, is considered a violation of Housing & Residential Education policies and can result in disciplinary action and/or charges for elevator repair.

• **ENERGY CONSERVATION**

- UNC is proud to help you conserve energy and recycle. Please be energy conscious in the residence halls – turn off appliances and electronics when they are not in use, turn off the lights in your room when you are not there, and report leaking pipes to your residence hall front desk. Recycle bins are located in residence hall dumpster enclosures, and each residence hall room has a blue recycle bin to help you sort recyclables. Compact fluorescent light bulbs can be recycled at your front desk. There are many ways to help conserve on the UNC campus, so please do your part to help the environment.

• **ENTRY INTO STUDENT ROOMS**



- The University reserves the right to enter student rooms in order to perform routine maintenance and repair, for facility reviews (i.e. hall closing procedures during break periods), and to investigate security or endangerment concerns. University of Northern Colorado personnel may enter students rooms for the following reasons:
 - To determine the condition of University property.
 - To ensure that healthy standards of cleanliness and safety are maintained.
 - To perform maintenance as required or requested.
 - To conduct preventative maintenance during break periods.
 - To attempt to locate missing University property.
 - To handle personal endangerment and/or life-threatening situations.
 - To enforce the Code of Conduct and Residential Education Policy as outlined in this handbook (p.32) and to handle situations which cause a nuisance in the community.
- A Housing & Residential Education staff member or other University official may enter student rooms during the academic year for routine reviews (health issues, damages, break closing reviews, policy violations, and noise problems). Should staff observe property in violation of University of Northern Colorado policies and/or local/state/federal law, these suspected/observed violations will be reported to the appropriate authority. UNCPD and/or Housing & Residence staff will confiscate property in violation of Housing & Residential Education policies, local laws, state laws, and/or federal laws. Drugs, weapons, and stolen property will be submitted to UNCPD, and students found to be in possession of prohibited items will be subject to disciplinary action and/or criminal prosecution.
- Scheduled room reviews will take place during Health & Safety Week (early September) and during break periods.

• FURNITURE

- For your safety, raising beds with any type of risers is not permitted. This includes the use of cement/cinder blocks, desks, catalogs, milk crates, etc. All beds are “tool-free”, bunk able with pins available at your residence hall front desk, and allow for three height adjustments. Housing & Residential Education staff members can provide you with instructions and rubber mallets for adjusting your bed. Any damage incurred from personal adjustment of the bed is the financial responsibility of the student.
- Any alterations to room furnishings, including the beds and closets, will result in possible fines to cover the cost of repair or replacement.
- Students are allowed to remove University-owned room furnishings. Students are responsible for the storage of any University-owned furniture removed from residence hall rooms, and for returning all University-owned furniture to the residence hall room in its original condition. The University does not provide storage for students who choose to remove furnishings. Students should take special care to ensure that the furniture, walls and doors are not damaged during the removal and return of University-owned furniture. The



student is financially responsible for and damage to University property that may occur during the removal, storage, and return of furniture.

• **GUESTS**

- All guests and visitors are required to present photo identification and sign-in at the front desk when entering a residence hall.
- One overnight guest per resident for a maximum of 2 nights in a 14-day period is allowed. Overnight guests are defined as anyone not assigned to the residence hall room in which they are staying. You must have prior permission from your roommate or suitemates to have overnight guests.
- Violations of the guest policy will result in disciplinary action and the immediate removal of guests.

• **INVESTIGATION OF UNIVERSITY PREMISES**

- The University reserves the right to inspect University premises. A visual inspection can be made by an agent of the University. Normally, premises will not be searched. A room may be searched, however, by not less than two agents of the University where there is evidence that a search is reasonable. Authorization for room searches will be made by the Dean of Students or his/her designee. The authorization to grant a search will be based on affidavit of reasonable suspicion. Under emergency conditions, waiver of the written authorization requirement may occur when immediate action is deemed necessary and appropriate by the Dean of Students, the Director of Residential Education or his/her designee. For criminal action, the normal requirements for lawful search are to be followed.

• **KEYS**

- Your room key/card will be issued to you upon check-in to your housing assignment. Only residents assigned to a particular living assignment should have a key/card to that room.
- Never lend your key/card to another person. Duplication of room keys violates occupants' right to safety and will result in a charge for a lock change and possible disciplinary action.
- To protect your belongings and personal safety, always lock your door when you are sleeping or away from your room. If you become locked out of your room, the front desk of your residence hall has lock-out keys/cards available for a limited number of check-outs. Only residents of a room may check-out the lock-out keys/cards for that room.
- If you lose or misplace your key, report this to the front desk immediately. You will be charged for a lock change; however, your personal safety and belongings will be protected.
- If you lose or misplace your card and reside in a room with card access, report this to the front desk immediately. You will need to visit the UNC Card Office to purchase a new UNC ID card and have it re-encoded at the residence hall front desk.



- Report any problems with locks or keys to your residence hall front desk immediately. Intentional jamming of door and/or locks may result in charges for damages and/or disciplinary action. For more information, see theft (pg. 49). The University is not liable for personal property loss or damage.

• LAUNDRY FACILITIES

- Washers and dryers are available in each residence hall as part of your Housing contract. It is the student's responsibility to ensure all laundry is appropriately attended while in the laundry facilities. The University is not liable for damaged, lost, or stolen items.
- To check on the status of a laundry machine, visit <http://www.laundryalert.com/cgi-bin/unco931/LMPage>
- To report malfunctioning machines, call JETZ at 1-800-590-5632 or log onto www.JETZservice.com.

• LOCK-OUT PROCEDURE

- If you lock yourself out of your room, lock-out keys/cards are available 24-hours a day at your residence hall front desk. Lock-out keys/cards will only be issued to residents assigned to the particular residence hall room. Lock-out keys/cards may be obtained for either 15 minutes or 3 days. A charge for a lock change will be assessed if a lock-out key is not returned on time. A charge for a card replacement will be assessed if a lock-out card is not returned on time.

• MAIL/NEWSPAPERS

- Mail is delivered Monday through Saturday, excluding federal and state holidays. If a package, certified, or registered mail is received, a notice will be placed in your mailbox. Take the notice and photo identification to your residence hall front desk to pick up the mail. Newspaper subscriptions will be delivered to each residence hall front desk and must be picked up within 24-hours of delivery. Newspapers not claimed within 24-hours will be disposed of.
- Mail should be addressed in the following manner:
 - Your Name
 - Room # Name of Residence Hall
 - Greeley, CO 80631- _____
 - Belford Hall 80631-5522
 - Bond Hall 80631-5570
 - Brown Hall 80631-5570
 - Decker Hall 80631-5522
 - Dickeson Hall 80631-5570
 - Gordon Hall 80631-5522
 - Hansen-Willis 80631-5522
 - Harrison Hall 80631-6949
 - Lawrenson Hall 80631-6946



- Lujan Hall 80631-5570
 - North Hall 80631-6903
 - South Hall 80631-6947
 - Sabin Hall 80631-5522
 - Snyder Hall 80631-5522
 - Turner Hall 80631-6948
 - Wiebking Hall 80631-5569
 - Wilson Hall 80631-5570
- The University does not accept any liability for mail not addressed in the manner shown above.

• MISSING PERSON NOTIFICATION POLICY

- The University of Northern Colorado follows Bill HR 4137 which states that each student has the ability to designate an emergency contact to be notified in the event that the student is missing for 24 hours. For the purposes of this statement, Housing & Residential Education utilizes the emergency contact person stated in the Housing Contract as the official person to be notified. In the event a student is found to be missing for 24 hours, HRL staff will contact UNCPD to file a report and for further investigation. Once additional follow-up has been made a determination will be made to contact the identified emergency contact person on behalf of the student.

• PARKING INFORMATION

- A parking permit is required to park in all University parking lots. Yearly parking permits may be purchased online beginning July 1st and will be mailed to your permanent residence. Parking permits are valid for designated lots and spaces only, and parking in a lot not covered by your parking permit will result in ticketing/fines.
- Daily permits and metered parking is available in campus parking lots.
- Inoperable vehicles may not be parked or stored on-campus.
- Motorcycles need a valid University parking permit and must be parked in designated motorcycle parking spaces.
- A complete set of parking regulations may be obtained from University Parking Services in Gray Hall or at www.unco.edu/parking/index.htm.
- Visitor parking permits can be obtained at Gray Hall or at vending boxes located in various parking lots.

• PERSONAL PROPERTY INSURANCE

- The Department of Housing & Residential Education strongly encourages all residents to invest in personal property insurance. **The University is not liable for any theft, damage or loss of your personal property, under any circumstances.** Some students may be covered under a parent or legal guardian's homeowner's insurance, if applicable. Students who think this type of coverage might apply to them, are encouraged to contact their insurance company to verify their coverage and any stipulations to coverage.



Most insurance companies offer renter's insurance for a yearly fee. Please take the time to ensure your belongings are adequately covered.

• **REPAIRS/ MAINTENANCE**

- If any repairs or special maintenance for your residence hall room are needed, please visit:
<http://fmservicedesk.unco.edu:90/home.html> (must be on-campus to submit a work request)
- Be descriptive and provide details to your request. You will receive email notification once the request has been received and periodic updates for when the work will be completed.

• **ROOM CHANGE POLICY**

- If you are experiencing roommate conflicts, please speak with your resident assistant or hall director. Most times, a residence hall staff member will be able to help you and your roommate work through difficulties. Remember, living with roommates is an adjustment and part of the adjustment is learning to resolve conflict in a respectful and adult manner. Your residence hall staff are here to help you do this.
- If you wish to change residence hall rooms, you must have the approval of your Residence Hall Director before moving any of your belongings. If a room move is approved by your Residence Hall Director, you must officially check into your new room and check-out of your old room. Room and/or board charges will be assessed the day you officially check into your new room, and remaining charges will be prorated for your original hall. If you fail to properly check-out from your original residence hall room, you may be billed for this room in addition to the room you are currently occupying until you properly check out of your original room assignment.
- Room moves may affect your meal plan. Contact Dining Services at 970-351-2652 if you have questions regarding how a room move may affect your meal plan.

• **SAFETY**

- The Department of Housing & Residential Education is committed to your safety. To help ensure a safe and comfortable living environment, the following security practices are in place at each residence hall:
 - Halls with front desks are staffed 24-hours a day during the Academic Year while Residence Halls are open.
 - All residence hall exterior doors are locked 24-hours per day. In Harrison Hall, the doors to residential wings are locked 24-hours a day as well.
 - Exterior doors of residence halls have card swipe access for residents. All residents and guests must enter through the main entrance after 8:00pm nightly.



- Residents must present picture identification in order to enter the building after 8:00pm.
 - All guests and visitors must be accompanied by a resident of the building, must present a picture ID, and must register with the front desk of the building. This policy is in effect 24-hours a day.
 - Propping or vandalism of exterior doors and windows is a security risk and violation of the Student Rights and Responsibilities Policies that may result in disciplinary action.
- These security practices may be subject to change if deemed necessary to maintain the security of the residence halls. Students will be notified if changes are made.

• SAFETY HAZARDS

- Please report any fire or life safety hazards to Housing & Residential Education staff immediately.
- In the event of a fire, never assume the fire department/ emergency personnel have been notified. Pull the nearest fire alarm, call 911 to report the fire, and exit the building.
- Make sure to provide the 911 operator with the location of the fire, the nature of the fire, and your full name.
- If you are not in a hazardous situation, do not hang up until you have provided all requested information to the 911 operator.
- It is a violation of University policies, state, and federal law to falsely pull a fire alarm. Students found responsible for such behavior will be subject to University disciplinary procedures and criminal prosecution.

• SECURITY

- Students are encouraged to always lock their residence hall room door whenever they are sleeping or away from their room. It is also recommended that you record a complete description, including model and serial numbers, of property such as stereos, computers, televisions, and other valuables. For your protection, secure or remove valuables from your room during long breaks. If you have questions about keeping your belongings safe, contact your Resident Assistant or UNCPD (970-351-2245) for more information.
- Before arriving on campus, know your family's personal property insurance coverage. Some policies cover student's personal property while they are living in a residence hall. **The University does not accept liability for personal property loss, theft, or damage.** Please invest in adequate personal property insurance to ensure your belongings are covered in the event of damage, loss, or theft.

• SEX OFFENDER - REGISTERED SEX OFFENDERS PROCEDURE

- In accordance with Colorado state law (CRS 18-3-412.5, Sex offenders – duty to register), sex offenders are required to register with the University of Northern Colorado Police Department immediately upon arrival to the campus. UNCPD will notify Housing & Residential Education administration



when a registered sex offender appears to have been assigned to university housing. At that time and to ensure the safety of the UNC living community, Housing & Residential Education staff will review with university administrators and campus legal counsel on the student's privilege to live or not live in university housing.

- The sex offender registry requirement also extends to all those that wish to live with a student in University Housing under a student lease. This only applies to University Apartments as students in Residence Halls are prohibited to have someone else live with them without a housing contract.

• SERVICE ANIMALS

- Students registered with the Disability Support Services may have service animals reside with them for documented needs and must comply with the Service Animal Agreement Policies which can be obtained by visiting Tobey-Kendel Hall 199. This includes providing Veterinarian verification that the animal has all Veterinary recommended vaccinations to maintain the animal's health and prevent contagious disease and the designation of an alternative caregiver for the animal if the owner becomes ill or unavailable. Please contact Housing & Residential Education for additional information by calling 970-351-2721.

• SOLICITATION

- Residence Hall areas may not be used for any unapproved commercial enterprise. The Department of Housing & Residential Education reserves the right to limit commercial sales and solicitations in order to prevent disruption of the community, to protect the safety and security of our residents, to protect students from commercial exploitation, and for any other reason. If a person or organization wishes to distribute information or hang flyers in the residence hall space, Residential Education must be contacted and grant approval. No commercial advertising or solicitation of any kind may be distributed through student mailboxes without approval from Residential Education.

• TELEPHONES

- Housing & Residential Education provides a VoIP (Voice over Internet Protocol) phone for each residence hall room.
- Telephone service is provided to all residents.
- Long distance calls may be made from room phones with the use of private calling cards, available at local retailers.
- Campus phones are located in some residence hall lobbies.
- If you experience any phone problems, please call User Support at 1-4357.
- **Dialing Instructions:**
 - To make a campus call: Dial 1 + the last four digits of the phone number
 - To make a local call: Dial 8 + the seven digit phone number
 - To make a long distance call: Requires the use of a private calling card.



• VACATION INFORMATION

- Residence halls, with the exception of Lawrenson and Harrison Halls, are closed during the semester break and spring break. During these times, residents are required to vacate the residence halls, but may leave their belongings in their rooms. However, belongings will not be accessible during the break period. Only residents living in Lawrenson and Harrison Halls may stay during break periods. A limited amount of interim housing may be available for students requiring housing during the semester or spring break. Contact the Housing & Residential Education office at 970-351-2721 for more information about interim housing options and cost. Space is limited and students working for UNC or taking classes over the break period will be given priority.

FIRE AND SAFETY**• FIRE EVACUATION/ESCAPE**

- Don't panic and stay as calm as possible. You will need to think clearly to make safe decisions.
- Feel the doorknob with the back of your hand, never your palm (if the door is electrically charged the muscles in your hand will react, causing you to grab the doorknob).
- If the door is cool, lean yourself against it and open the door slowly. As you leave the room, make sure all doors and windows are shut (not locked).
- If there is smoke in the air, stay low because the most breathable air will always be near the floor. In a crouched position, or crawling, move quickly towards the nearest exit. If the closest exit is blocked, try the next nearest exit.
- If it is safe, alert others by shouting or knocking as you make your way to the stairs.
- Always escape via stairwells; never use the elevators in a fire. As you leave, make sure all fire doors are closed.
- Once you are outside, stay clear of the building. Follow the directions of Residential Education staff, fire and police personnel. Never re-enter a burning building for any reason. If you know someone is trapped inside, notify the nearest fire or police personnel.
- For the safety of all residents, do not interfere with residence hall staff members or emergency personnel as they perform their duties. Remain quiet and listen for instructions from fire, police, or Housing & Residential Education staff.
- Do not re-enter the building until official university staff have given you permission.
- **IF YOU ARE TRAPPED IN A FIRE:**
 - Remain calm.



- All University facilities are designed with fire safety materials and to withstand a quick spreading fire.
 - Utilize wet towels or bed linens to prevent smoke from entering under the door to your room.
 - Open the window. (Rooms on the first floor will be able to vacate this way).
 - Use the room phone provided to dial 911 as well as draw attention to yourself through your window by waving a large sheet or towel.
 - Stay low in the room and reduce to a minimum smoke inhalation.
 - Plan ahead and think about what you would do in the event of a fire in the residence hall. Have a plan in place in the event of an emergency. Knowledge and preparation is your best bet for surviving a fire.
- **CHEMICALS, EXPLOSIVES, AND FIREWORKS**
 - Due to the extreme physical danger to residents and the possibility of fire, fireworks, flammable material, liquids, explosives, dangerous chemicals, and/or noxious or harmful materials or liquids are strictly prohibited on University-owned property. This includes, but is not limited to propane, gasoline, etc. All types of fireworks are prohibited by the City of Greeley (Greeley Municipal Uniform Fire Code 78.102). The Greeley Municipal Uniform Fire Code makes it a violation for anyone to possess, store, sell, or use any type of fireworks. Students found to be in possession of fireworks will be subject to University disciplinary action and criminal fines or imprisonment. Activities involving the use of any chemicals, fireworks, and/or explosives will not be tolerated on university-owned property. Students found in possession of any chemicals, fireworks, or explosives will face university disciplinary action and/or criminal prosecution. Any fireworks, explosives, or chemicals found in any housing assignment are subject to immediate seizure by authorized staff members.
 - **FAILURE TO EVACUATE**
 - Failure to evacuate during a fire alarm or hindering the evacuation of other occupants during a fire alarm poses a danger to yourself and others and is prohibited. Severe disciplinary action may be imposed for a violation of evacuation procedures.
 - **FALSE ALARM**
 - Criminal prosecution is possible for falsely pulling a fire alarm (Colorado Revised Statutes 1973 18-8-111(a) as amended) and for damage resulting from the unauthorized use of firefighting equipment (Colorado Revised Statutes 1973 18-4-506 as amended).
 - **FIRE DRILLS**



- Fire Drills will be conducted in each residence hall once per semester. All students must exit the building immediately to a safe distance at a minimum of 100 feet. Failure to evacuate during a fire alarm will result in disciplinary referral for violating Housing & Residential Education policies (p. 42).
- **FIRE SAFETY**
 - Most housing fires are caused by careless smokers, open flame cooking equipment, candles or overtaxed electrical systems. Toxic gasses in smoke, usually caused by burning plastic, can render a person unconscious in a few seconds. Open flames, including those found in candles, cigarettes, hookah, and incense may not be used in any housing assignment.
- **OPEN FLAMES**
 - Starting any fire, intentionally or unintentionally, may result in severe University sanctions (including suspension or expulsion) and/or criminal prosecution. It is a University of Northern Colorado policy to seek criminal prosecution of any person deliberately setting or maintaining a fire on University premises without first obtaining the required City of Greeley and University of Northern Colorado permits. For the above reasons, the Department of Housing & Residential Education prohibits the use of candles and incense in our residence halls.
- **TORNADO STAGING/AREAS OF REFUGE**
 - Each residence hall has an identified area of refuge in the event of a natural disaster or other related emergency event. Signs have been placed to designate areas of refuge and equipped with University phones for communication from Risk Management and the UNC Police Department.



University of Northern Colorado - Sexual Assault Prevention and Response

The University of Northern Colorado is committed to creating a safe environment for visitors, students, faculty and staff on campus. Below is an overview of the University's prevention and education efforts and information about how UNC responds to allegations of sexual assault. You will also find resources and information if you or a friend has been affected by sexual assault.

Resources and University Response

If you believe you have been a victim of sexual assault, you may be confused about what has happened to you or where to go for help. You may be hesitant to tell anyone or you may want to act as if nothing has happened. It is important to seek help and the University has many resources on campus to assist you.

Some of these resources are confidential and others are not. If you are unsure about whether a sexual assault has occurred, or if you are not sure you want to report a sexual assault to the police, you should contact one of the **confidential resources** listed below:

Assault Survivors Advocacy Program (ASAP)	970-351-4040 (hotline)
	970-351-1490 (Business)
UNC Counseling Center	970-351-2496
Sexual Assault Resource Center (SARC)	970-352-7273 (hotline)
	970-506-4059 (Business)
<i>(SARC is a confidential resource located off-campus in Greeley and is open when ASAP is closed during the summer months.)</i>	

By calling the Assault Survivors Advocacy Program (ASAP) at 970-351-4040 (the phone line is manned 24 hours a day, 7 days a week throughout the year) for confidential information and support, an ASAP advocate can assist you in making important decisions regarding sexual assault and help you contact appropriate resources.

There are other **non-confidential** resources here to help too, including:

UNC Police Department	970-351-2245
Dean of Students Office	970-351-2796
Housing and Residential Education	970-351-2721

The UNC Police Department is staffed 24 hours a day, 7 days a week, 365 days a year. The other offices listed are available during normal business hours.

All University of Northern Colorado staff members (except those listed above as confidential resources), including Resident Assistants (RAs) and professors, are required to report all crimes that occur, including sexual assault, to appropriate law enforcement authorities. If any staff member is informed of a sexual assault, they will report the crime, including names of individuals involved, identifying information of suspects, and details of the crime to the University of Northern Colorado Police Department. University of Northern Colorado police



will then follow-up with the victim or coordinate the reporting process with the right jurisdiction, if the assault occurred off-campus.

If you are a victim of sexual assault and do not want the incident to be investigated, and want to talk to someone confidentially, you should contact Assault Survivors Advocacy Program (ASAP) (970-351-4040) to seek assistance.

If the assault occurred on-campus, the report will be filed with UNC PD. If it occurred off-campus, the report is filed with the agency having jurisdiction (for example: Greeley Police Department, if the location is within the Greeley city limits.) In all cases the victim will have access to an advocate to help them through the process.

Here is some information for someone immediately after a sexual assault:

- Get help quickly. If you are physically injured, seek immediate medical attention.
- Call the campus police at 970-351-2245 or 911, or ASAP advocates at 970-351-4040. ASAP will keep your information confidential.
- Call a close friend or relative for support.
- Do not douche, bathe, or change clothes until you have talked with the police (if you would like to report the assault). You may destroy valuable evidence needed by the police. If you are unsure about reporting the assault to the police, give yourself time to make an informed decision – do not shower, douche or bathe until you have talked with an ASAP advocate. If you change clothes, place all clothing in a paper bag.
- A person who has been assaulted may benefit from medical attention. The best person to judge injuries is a doctor. A sexual assault can cause internal injuries, expose you to sexually transmitted infection, or result in pregnancy. Even if you do not intend to report an assault, it can be helpful to be examined, preferably as soon as possible.

If Someone You Know Is Sexually Violated

DO

- Be supportive
- Listen and allow them to share their feelings
- Communicate that your friend is not responsible for what happened
- Make sure he or she has a safe place to stay. A Housing and Residential Education staff member can assist you in finding a safe location.
- Realize that you have been impacted by the assault, and seek counseling if necessary (Call ASAP at 970-351-4040 or the Counseling Center at 970-351-2496)
- Allow your friend to regain control by making his or her own decisions
- Make yourself available to accompany your friend to the hospital, counseling center, police department, etc.

DON'T

- Make jokes
- Be angry at your friend
- Force your friend to talk
- Judge your friend or ask how he or she could have “let this happen”
- Attempt to seek revenge or confront a suspect



- Take control
- Discuss the incident with others unless you have permission from the victim (excluding your right to speak with a counselor or ASAP advocate)

Community Standards and the Student Code of Conduct

When a sexual assault victim contacts the Police Department, a representative from the Dean of Students Office will be notified, as will a representative from the Office of Housing and Residential Education, if the student lives in the residence halls.

The investigation may be pursued through the criminal justice system and the Dean of Students Office or only the latter. The determination to file criminal charges will be made during the course of the investigation with opinion from the District Attorney's office. To report a sexual assault and initiate the University disciplinary process, students can contact the UNC Police Department at 970-351-2245 or the Dean of Students Office at 970-351-2796.

Any student found to have committed or to have attempted to commit sexual misconduct is subject to disciplinary action, as outlined in the Student Code of Conduct, online at http://www.unco.edu/dos/student_code_conduct.

For the purposes of the Student Code of Conduct, sexual misconduct is defined as:

- a. Sexual contact that is without consent by any party. It is the obligation of any person to obtain active consent from the other person prior to sexual contact. Examples of misconduct include, but are not limited to, touching another's genitals/breasts without consent; having sexual contact with someone whose decision making ability is compromised (e.g. from alcohol or drug usage); or continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to have physical contact.
- b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; or viewing or posting pornography in public venues.

The disciplinary process, which may take affect if the accused is a student, is outlined in detail in the Student Code of Conduct. Both the complainant (victim) and respondent (accused) in the discipline process have certain rights in cases involving sexual assault, including the right to be accompanied by an advisor at meetings in the Dean of Students Office. Both the complainant and respondent will be informed of the outcome of the hearing and both have the right to appeal the outcome of a hearing. Students found responsible for violating the University's sexual misconduct policy may be suspended or expelled from the University. They may also face criminal prosecution through the court system.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.



Prevention

The University has a dedicated program called the Assault Survivors Advocacy Program (ASAP) that provides confidential support and advocacy services to those affected by sexual assault. The University educates the student community about prevention, potential department responses, and victim assistance regarding sexual assault and relationship violence at New Student Orientation each summer and during the academic year through programs presented by ASAP and many other offices on campus, including: the Counseling Center, UNC Police Department, Housing and Residential Education, the Dean of Students Office, the Women's Resource Center, the GLBTA Resource Center, the Drug, Alcohol, and Tobacco Education (DATE) Program/Center for Peer Education (CPE), Wellness, Greek Life, and academic programs such as Women's Studies, Criminal Justice, and Psychology.

Education

The Assault Survivors Advocacy Program (ASAP) provides outreach education in coordination with the Sexual Assault Free Environment (SAFE) committee which is comprised of faculty, staff, students and community members dedicated to prevention of sexual assault. ASAP also provides training to peer student advocates and has internship opportunities available. Peer student advocates are responsible for responding to hotline calls, providing outreach and prevention education on campus. More information on sexual assault education, risk reduction, and University response is available through the Assault Survivors Advocacy Program, the Dean of Students Office, and Housing and Residential Education.



HOUSING & RESIDENTIAL EDUCATION POLICY ON BIAS MOTIVATED INCIDENTS

Housing & Residential Education Policy on Bias Motivated Incidents

In order to create residence hall communities where all residents feel safe and secure, the Department of Housing & Residential Education has adopted the following policy on bias motivated incidents. This policy addresses the actions of all community members and allows Housing & Residential Education staff to address behavior that is destructive to the University of Northern Colorado community.

The policy prohibits any action that is motivated by bias. Actions that are motivated by bias include any act, display or communication by which the actor intends or threatens to intimate or harass another person, including disrupting normal University activities or a student's focus on academic or other legitimate University pursuits, or to damage the property of another person, because of that person's actual or perceived race, color, religion, ancestry, national origin, physical or mental disability or sexual orientation.

Students who engage in bias-motivated behavior that violates this policy and/or violate Colorado law regarding bias-motivated crimes are subject to University disciplinary sanctions and/or criminal prosecution.

Colorado statute prohibits bias-motivated crimes. The relevant statute, C.R.S. §18-9-121(2) states:

“A person commits a bias-motivated crime if, with the intent to intimidate or harass another person because of that person's actual or perceived race, color, religion, ancestry, national origin, physical or mental disability, or sexual orientation, he or she: (a) Knowingly causes bodily injury to another person; or (b) By words or conduct, knowingly places another person in fear of imminent lawless action directed at that person or that person's property and such words or conduct are likely to produce bodily injury to that person or damage to that person's property; or (c) Knowingly causes damage to or destruction of the property of another person.”



. If You or Someone You Know is a Victim of a Bias-Motivated Incident

- **DO**
 - Notify the Resident Assistant or Hall Director immediately
 - Call UNCPD immediately (351-2245)
 - Take photographs (if and when possible)
 - Cover any offensive graffiti (if applicable)
 - Call a close friend or family member for support
- **Don't**
 - Minimize the action
 - Attempt to respond by yourself
 - Spread gossip about the event
 - Attempt to respond without notifying residence hall staff and the police
 - Take a criminal action in response
- **Resources**
 - There are many agencies on campus that are prepared to offer support and advice following a bias-motivated incident. Please consider using any of the following campus resources for support:
 - Assault Survivor Advocacy Program
 - Counseling Center
 - Cultural Centers
 - Dean of Students
 - Disability Support Services
 - GLBT Resource Center
 - Housing & Residential Education staff
 - Human Resources
 - UNCPD
 - Women's Resource Center



Housing & Residential Education Office of Student Conduct

The Department of Housing & Residential Education at the University of Northern Colorado is committed to your success, and the success of all members of our community. It is essential that all members of the community treat others with respect and uphold the standards of conduct set forth over the next section of this handbook.

MISSION OF THE CONDUCT SYSTEM

It is an essential duty of all Housing & Residential Education conduct officers to provide an unbiased and fair environment for the investigation and follow-up of all residence hall student Housing & Residential Education Student Standards of Conduct and University Code of Conduct violation proceedings. All persons will be treated equally by applying a substantial evidence rule to uphold the Housing & Residential Education Standards of Conduct and University of Northern Colorado Code of Conduct. These guiding documents are essential to the formation of a safe and secure environment for all students living on-campus.

The Housing & Residential Education Student Conduct process is designed to be an educational experience for each student going through the system. Housing & Residential Education hearing officers, who are also qualified to hear University of Northern Colorado Code of Conduct violations for residence hall students, have an understanding of student development and utilize this knowledge when assigning sanctions. All hearing officers apply sanctions to assist in the personal development of the individual student, knowing that even the most punitive sanction has an educational aspect. All conduct officers focus on upholding the primary mission of the University as an institution of higher education.

VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

Students may be held independently accountable to both civic authorities and to the University for acts which constitute violations of law and/or violations of University policies, regulations, or procedures. It is important to note that the standard of proof is different in a student conduct case than it is in a court of law. Students can be found responsible for violating policy if there is a preponderance of evidence that suggests their behavior was in violation. Disciplinary action will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced, or are in process.

RIOT OFFENSES

Colorado law states that if a person is convicted of a riot offense (inciting, arming, or engaging) he/she must be immediately suspended from a Colorado state-supported institution of higher education for a period of twelve months and will be unable to attend any other Colorado state-supported institution of higher education for that time period.



HOUSING & RESIDENTIAL EDUCATION STUDENT CONDUCT PROCESS

Students at the University of Northern Colorado are expected to comply with all Housing & Residential Education Standards of Conduct and policies printed in the Housing & Residential Education Student Handbook, the University of Northern Colorado Student Rights & Responsibilities Handbook, and other printed materials. Housing & Residential Education departmental policies are designed to promote an academically purposeful, safe and comfortable environment within all residence halls. The HRL policies also pertain to the campus dining rooms.

As a student moves through the disciplinary process, or repeatedly chooses to violate policies, potential sanctions may become more severe. In addition, the conduct hearing may be heard at progressively higher levels of the Housing & Residential Education administration. The conduct system is a framework for the discipline process to ensure that residence hall communities are built around personal growth, positive community development, and respect. Although the Department of Housing & Residential Education uses the framework outlined below for consistency purposes, the emphasis is on the circumstances and development of the individual student.

THE HOUSING & RESIDENTIAL EDUCATION CONDUCT PROCESS – A STEP BY STEP EXPLANATION OF YOUR RIGHTS AND RESPONSIBILITIES

- A student who is documented for alleged involvement in a policy violation should expect the following response, and has the following responsibilities:
 - Verbal notice of documentation by a Housing & Residential Education staff member for in-hall policy violations.
 - A Hearing Officer will subsequently review filed documentation and decide specific policies that were allegedly violated.
 - Notification of alleged policy violations will be available within two business days of the documentation and delivered through campus email. This certified email will also notify the student of their responsibility to schedule a hearing regarding the alleged policy violations. It is the student's responsibility to read the UNC student email and schedule a hearing by the date noted.
 - The student must call the Housing & Residential Education Office of Student Rights and Responsibilities to schedule a hearing with a hearing officer. The hearing will be scheduled within 3 business days of the student calling to schedule. During the conduct hearing, filed documentation and related materials will be reviewed with the student. This meeting is the forum for the student to share his/her perspective on the situation.
 - It is the responsibility of the student to make reasonable efforts to check his or her email after being documented for an alleged policy violation. If the student fails to schedule a hearing as instructed in the email, a hearing will be conducted in the student's absence.
 - Following the conduct hearing, the student will receive a follow-up email denoting the student's level of responsibility regarding the alleged policy violations, as well as any related sanctions implemented following the completion of the hearing officer's investigation.



- Further Review – Students have the right to file a written appeal of the decision and/or sanctions in accordance with the following guidelines:
- Students may choose to appeal the decision based on one or more of the following:
 - Due process was denied (you believe the Hearing Officer violated your student rights/ responsibilities or didn't follow the written conduct process/procedures).
 - Presence of new information. The presentation of the new information must be considered sufficiently substantial to change the outcome in a significant manner.
 - The sanctions given were inappropriate given the nature of the violation.
- The appeal will be based on the hearing record and any new information submitted in the appeal. The appeal process will not be a rehearing of the case.
- Students wishing to appeal must complete and submit the Statement of Appeal Form to the Office of Student Rights and Responsibilities located in North Hall within (5) business days following the receipt of the decision letter. The written appeal is reviewed by an appeal reader, and he or she may affirm or reverse the decision, or remand the case to another Hearing Officer for further deliberation.
- In cases involving allegations of crimes of violence (as defined by the Campus Security Act) the Complainant and the Respondent have the right to appeal.
- **While the appeal is being reviewed, the student must comply with any given sanctions and deadlines allotted.**

HOUSING & RESIDENTIAL EDUCATION CONDUCT MEETINGS

The conduct meeting is an informal meeting students are required to attend after documentation by a Housing & Residential Education staff member or after the Department of Housing & Residential Education receives notification of a University of Northern Colorado Code of Conduct violation. Students will be notified by email through their UNCO bears account. It is the student's responsibility to check their UNCO provided account and failure to do so does not negate the student's responsibility to schedule a hearing. After a student is notified of alleged policy violation, it is the student's responsibility to schedule a meeting as instructed in the notification letter. Assuming reasonable efforts have been made by Housing & Residential Education staff to notify a student, if a student chooses not to schedule or attend a conduct meeting, a decision will be made in his/her absence.

During a conduct meeting, written documentation of alleged policy violation will be reviewed and discussed with the student. An explanation of the student's rights and responsibilities during the accountability process will also be discussed. The student will be given the opportunity to state their recollection of the incident. A support person may be present with the student during their conduct meeting; however, this person may not speak on



behalf of the student during the meeting and may not be an attorney. The hearing officer may contact witnesses if further information is needed.

After considering written documentation and the information gathered during the conduct meeting, the hearing officer will make a decision using the substantial evidence rule as to the student's level of responsibility for the alleged violations. The student will be notified within 3 business days following the conduct meeting as to their level of responsibility in the incident through campus email. Any related sanctions will be included in this follow-up letter, which is sent via campus email. The initial documentation of the incident, the information gathered during the conduct meeting, and all communication with the student will remain on file with the Department of Housing & Residential Education.

The Assistant Dean of Students, the Director of Residential Education, and/or the Associate Director of Housing & Residential Education will be the designated University Hearing Officers for serious incidents on a University level for students whose status with the University is in jeopardy.

OFFICE OF STUDENT CONDUCT RECORDS AND DISCLOSURE OF INFORMATION

The Department of Housing & Residential Education maintains an accountability file for any student who has been accused on a Housing & Residential Education information report or a police report. These records are kept on file in the Housing & Residential Education office of Student Rights & Responsibilities. Depending on the nature and severity of the incident, the student's file may be copied and kept with the educational record for that student. Suspensions and/or expulsions will be noted on a student's academic transcript. The University keeps an educational record for each student who is or has been enrolled at the University. Any accountability information that is not severe enough to be placed in a student's educational file is kept in the Department of Housing & Residential Education for 5 years for accountability and student history information purposes.

The University of Northern Colorado adheres to the Family Educational Rights and Privacy Act of 1974 and its amendments regarding student rights and the disclosure of information.

EXAMPLES OF POTENTIAL OUTCOMES AND SANCTIONS

The following are examples of potential outcomes and sanctions stemming from a conduct meeting. The sanctions listed are only examples, and should not be considered an exhaustive list of potential sanctions for policy violations. Each student's case is investigated individually and the potential educational benefits of sanctions are weighed against the facts of the investigation. Hearing officers are allowed to develop educational sanctions based on the student's history, policy violations, and the circumstances of each violation. For this reason students with similar violations but different circumstances may have different sanctions/outcomes following their conduct meeting.

- **Not Responsible:** This outcome is delivered when a student has been found not responsible for alleged violations.



- **Written Warning:** Written notification indicates behavior in violation of Housing & Residential Education Standards of Conduct. This is official notice that further misconduct may result in more severe sanctions.
- **Online Alcohol/ Drug Assessment:** An online alcohol or drug assessment and educational course may be used for low-level, first-time alcohol or drug violations without extenuating circumstances or where the student does not show indications of significant risk to themselves or others. The Department of Housing & Residential Education utilizes the 3rd Millennium Classrooms: Under the Influence course, which costs \$35.00 to be paid by the student.
- **Alcohol/Drug Education Course:** A 6-hour educational workshop designed to provide students with social norming related to alcohol/drug use, and educational material related to the risks involved in alcohol/drug use/abuse. These classes may be taken through the UNC Drug, Alcohol, and Tobacco Education (D.A.T.E.) Office or through Island Grove Behavioral Health Center and have a minimum cost of \$70.00 to the student.
- **Alcohol/Drug/Psychological Health Assessment:** This sanction, typically to be completed through the University of Northern Colorado Counseling Center, is given for repeat offense or when there is concern for the safety and well-being of the student.
- **Alcohol/Drug Testing:** Alcohol/drug testing may be used to provide outside support to a student in lieu of administrative removal or suspension for students who have been involved in repeated or excessive consumption type alcohol violations, or for any incident involving drug use.
- **Parent/Guardian Notification:** Housing & Residential Education staff may contact the parents/legal guardians of dependent children involved in any alcohol or drug violations, if a student is transported to Detox, or if there is an alcohol/drug related hospitalization.
- **Community Restitution:** Community restitution is used as an educational sanction when a student's policy violation has negatively impacted the community or in conjunction with criminal charges assessed by law enforcement. Housing & Residential Education administrative processes remain separate from any criminal charges a student may face, but University hearing officers may assign sanctions on behalf of the University that will also satisfy the requirements of the court. Community restitution may be performed on-campus through the Department of Housing & Residential Education Housing Services or at one of many off-campus locations. If community restitution is expected to be part of the separate criminal charges (as with a Minor in Possession/Consumption Ticket) the restitution must take place at a location approved by the Weld County Court System.
- **Community Billing for Damages:** In the case of damages to a community where the responsible party is unknown, all community members may be charged equally for repair/ replacement of damaged items. All reasonable efforts will be made to identify responsible parties; however, community members are expected to cooperate with investigations of vandalism and report any suspected individuals directly to Housing & Residential Education staff.
- **Restitution for Damages:** Restitution will be assessed for theft, vandalism, or other damages to personal property and/or University property.



- ***Behavioral Agreement:*** A behavioral agreement may be used when a student needs clear guidelines for acceptable behavior. This document outlines expectations for future behavior, and potential consequences if the behavioral guidelines are not followed. This document is kept with the student's Housing & Residential Education judicial file, and, depending on the severity of the incident, may be filed with the student's educational record.
- ***Housing & Residential Education Probation:*** This sanction indicates that a student is no longer in good standing within the housing system. Further violations may result in more severe sanctions, such as removal from the residence halls, University probation, or suspension.
- ***Administrative Relocation:*** Administrative relocation will be used when a student has significantly disrupted the community, but has the potential to be a successful member of another community in a different housing facility. A student who is administratively moved may not have a choice in the new housing facility to which they are assigned, and further involvement in policy violations will result in more severe sanctions, such as administrative removal from the residence halls or suspension.
- ***Administrative Removal:*** This sanction formally suspends the housing contract of the student, without refund.
- ***Denial of Access:*** This sanction prevents a student from entering specified areas for a specified amount of time.
- ***University Probation:*** This sanction signifies that a student is on disciplinary probation with the University. University probation may be general or strict, and may include certain behavioral stipulations. If a student is involved in another policy violation while on University probation, the next disciplinary action is typically suspension.
- ***Interim Suspension/Interim Removal:*** This action temporarily removes a student from housing/ the University pending a Housing & Residential Education conduct meeting or a hearing through the Dean of Students Office. In this case, the student is responsible for finding alternative housing at his/her expense.
- ***Suspension:*** This sanction removes a student from the university system until given sanctioning requirements are met, or for a specified period of time.

HOUSING & RESIDENTIAL EDUCATION STANDARDS OF CONDUCT

The following is a description of the Standards of Conduct currently enforced by the Department of Housing & Residential Education in the residence halls. Community standards have been established to support an environment balancing individual expression, personal development, and an academically focused atmosphere. It is your responsibility to abide by the standards of conduct set forth in this manual. Additionally, certain behaviors may constitute a violation of state and federal statutes, and any sanctions imposed by the Department of Housing & Residential Education are separate from any fines or sanctions imposed through the legal system. If you have questions regarding any of the following standards of conduct, it is your responsibility to discuss them with Housing & Residential Education staff in your hall (i.e. your Resident Assistant or Hall Director).



RESIDENCE HALL SPACE

The residence halls are defined as all physical space within a residence hall, including public areas and student rooms, and reasonable exterior spaces designed for, or typically used by residence hall students. Students within the residence hall space are expected to abide by Housing & Residential Education policies and standards of conduct. If a policy violation occurs within a residence hall space, students will be subject to disciplinary action as outlined in this handbook.

INDIVIDUAL RESPONSIBILITY AND IMPLIED CONSENT

In the event of a policy violation occurring in a room, lounge, or other distinct physical space, all students in the space can be held responsible for the behavior or objects within that space. Students residing in, or choosing to place themselves in, the residence hall environment become part of a community and their actions have an impact on the surrounding community. Therefore, students may be held accountable for behavior or objects even if they are not participating in the situation.

Every residence hall student has responsibilities to the residence hall community. Your responsibilities include:

- Considering the needs and rights of all residents, in balance with your own needs. Your personal rights end where the rights of another student begin, and no student should infringe on the rights of another student.
- Open communication with all community members and Housing & Residential Education staff.
- Getting involved in your community through residence hall government, planning of community activities, showing respect and care for facilities, and exhibiting care for the overall community.
- Promoting an environment where all individuals and community members feel safe and secure.
- Demonstrating dignity and respect for all individuals.

Disregarding any of the above responsibilities, or failing to act when other individuals violate community responsibilities or policies is providing your implied consent for those activities.



UNC STUDENT CONDUCT CODE POLICIES

All students enrolled at the University of Northern Colorado are held to the standards of conduct set forth in the Student Conduct Code. Residence hall students in violation of the UNC Student Conduct Code, regardless of the location of violation, will be subject to disciplinary action through the Department of Housing & Residential Education or through the Dean of Students office. A complete copy of the University of Northern Colorado Student Conduct Code is available at http://www.unco.edu/dos/student_conduct_code.html.

ALCOHOL:

In an effort to promote a safe, healthy and academically oriented environment, the Department of Housing & Residential Education has adopted and enforces the following alcohol policies for students living within our communities.

For students who are under the legal drinking age of 21:

- Public intoxication, use, possession, manufacturing, providing, or distribution of alcoholic beverages except as expressly permitted by University regulations or by law are prohibited in the residence halls. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. Students under 21 years of age may not be in the presence of alcohol being consumed by others.
- Empty containers of alcohol, including bottles, boxes, or vessels once containing alcohol, are prohibited in the residence halls. Empty containers of alcohol may be considered evidence of prior consumption.

For students who are 21 years of age and older:

- Public intoxication, manufacturing, providing, or distribution of alcoholic beverages except as expressly permitted by University regulations or by law. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- Persons of legal drinking age may possess and/or consume alcohol only in private living quarters, and only if everyone present is over 21 years of age with the exception being a roommate who is under 21 years of age.
- Common alcohol containers are not allowed in the residence including beer kegs, taps, beer bongs, and other devices designed for mass consumption.

DRUGS:

The use of illicit drugs has many negative consequences for both individual abusers and the community. Therefore, in an effort to promote a safe, healthy, and academically oriented community while upholding the law, Housing & Residential Education staff work directly with UNCPD if there is the suspicion of any drug-related activities. Any violation of drug policy is not only a violation of Department of Housing & Residential Education policy, but also a violation of the Student Code of Conduct and state/federal law. Violations of the drug policy may result in suspension and/or expulsion. HREd policies prohibit all illegal drugs including Medical Marijuana (regardless of whether a student has a medical permit to use or possess it).



- ***Possession and/or Use of Illegal Drugs***
 - The possession and or use of illegal drugs is prohibited in the residence halls.
- ***Manufacture, Sale and Distribution***
 - The manufacture, sale, and distribution of illegal drugs is prohibited in the residence halls.
- ***Drug Paraphernalia***
 - Drug paraphernalia includes but is not limited to all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the laws of the State of Colorado.
- ***Suspicion of Drug Use***
 - Because a preponderance of evidence is the standard of proof required in all University Code of Conduct violations, and in Housing & Residential Education Student Rights and Responsibilities violations, individuals suspected of drug use may be found responsible for suspicion of drug use if University officials have reason to believe students have engaged in drug use.

PRESCRIPTION AND OVER THE COUNTER DRUGS:

The misuse of prescription drugs poses significant health risks to individuals. All medication prescribed or purchased over the counter is designed for a specific purpose, and any misuse, illegal use, or sale of this type of medication is strictly prohibited.

- ***Distribution***
 - The distribution of prescription drugs is defined as the sharing or sale of drugs that are specifically prescribed to one individual by a physician. Distribution of prescription drugs is a violation of the Student Code of Conduct as well as state/federal law.
- ***Sale***
 - Exchanging prescription drugs for good, services or monies is strictly prohibited in the residence halls. The sale of prescription drugs is also a violation of the University Code of Conduct and state/federal law.
- ***Personal Misuse***
 - Personal misuse is defined as the use of any prescription or OTC drug in any manner other than prescribed or the package directions indicate. This includes intentionally or unintentionally causing harm to self or others.

TOBACCO:

In support of the health and wellness of all residents and their guests, the use of tobacco is not permitted in any housing assignment. This includes, but is not limited to, cigarettes, hookah, and chewing tobacco.

- ***Use of Tobacco***
 - The use of tobacco, in any form, is prohibited in and around the exterior of the residence halls. A minimum of 25 feet from any residence hall is an acceptable



distance for tobacco use. Cigarette butts, used chewing tobacco, and other remainders of tobacco after use are expected to be disposed of in a proper trash receptacle (i.e. ash tray or trashcan).

• **Hookah**

- Hookahs are not permitted in or around the residence halls, this includes hookahs that are not set up for use. Hookahs found in the residence halls will be confiscated by Housing & Residential Education staff.

SAFETY & SECURITY/ RISK MANAGEMENT

The following policies have been put in place to protect all members of the residence hall community.

GUEST POLICY

- Residents are responsible for registering their guests through the front desk of their residence hall. Guests must be registered 24-hours a day. Only residents and registered guests are allowed in the residence halls. Unregistered guests may be immediately removed from the premises. Residents are expected to accompany guests at all times while they are in the residence hall, as residents are responsible for the actions of their guests. It is your responsibility to inform all guests of residence hall policies and to expect compliance. Your cooperation will help protect the security of your community and property.
- Overnight guests are permitted for a maximum of 2 nights over a 14-day period, with prior permission from roommates or suitemates. Overnight guests are defined as anyone not assigned to the residence hall room in which they are staying. Violations can result in disciplinary action and the immediate removal of the guest.
- Room keys/cards may not be checked out by guests.

FIRE SAFETY:

Smoking, open flame or open heating element cooking equipment, candles, or overtaxed electrical systems cause most fires in residence halls. Toxic gasses in smoke, usually caused by burning plastic, can render a person unconscious in a few seconds. To protect the lives of all persons in the residence halls, the following policies have been adopted and are enforced:

- ***Tampering with Fire Life Safety Equipment***
 - Tampering with fire equipment, disabling any part of a fire alarm system, discharging a fire extinguisher, hanging decorations from any part of a fire sprinkler system, or registering a false fire alarm can endanger lives and property. Any tampering with fire life safety equipment is prohibited in the residence halls. This behavior is also a federal offense and will be pursued criminally.
- ***Failure to Evacuate***
 - Failure to evacuate during a fire alarm places yourself and others in danger. Each fire alarm is to be treated seriously and all persons in the building are expected to evacuate. Failure to evacuate is a violation of the Housing & Residential Education policies and disciplinary action may be taken.
- ***Arson***



- Arson is defined as purposefully setting a fire. Arson is a violation of Housing & Residential Education policies, the University Code of Conduct and state/federal laws. Criminal action, suspension and/or expulsion may be pursued for any student suspected of committing arson.
- ***Use of Candles and/or Incense***
 - The use of candles and/or incense in the residence halls is prohibited. Incense and incense burners are prohibited in the residence halls due to the risk of fire and for the consideration of residents with allergies. Decorative candles, with the wick removed are allowed in the residence hall. However, possession of incense, incense burners, or a candle with a burnt wick are all prohibited and may be considered evidence of use within the residence hall.
 - Candles may be used for religious purposes only in designated lounges of residence halls. In order to prevent unsafe use of candles that may pose a risk of harm to residents or guests, students who wish to use lit candles for religious purposes must notify, and receive written permission from, the Residence Hall Director in their residence hall. The Residence Hall Director will review with the student the student expectations of safe use and will identify approved locations and procedures.
- ***Prohibited Appliances and Electrical Fixtures***
 - The possession of any appliance outlined on page 13 of the Housing & Residential Education Student Rights & Responsibilities Handbook is prohibited due to the potential fire hazard. All prohibited electrical appliances will be confiscated by Housing & Residential Education staff.
- ***Possession of Use of Chemicals or Explosives***
 - Possession of chemicals or explosive devices are strictly prohibited in the residence halls. Possession of an explosive device is a felony and criminal charges will be pursued.
- ***Holiday Decorations***
 - Holiday decorations that pose a fire hazard, such as live coniferous trees or garlands, are prohibited. Spray snow and other forms of window paint are not allowed. Strings of UL approved lights are allowed if they are unplugged prior to students leaving the room.
- ***Misuse or Damage to Fire or Life Safety Equipment***
 - The intentional or reckless damage of any fire or life safety equipment in the residence halls is prohibited. This includes, but is not limited to, security cameras, telephone lines, safety signs, fire sprinkler piping, fire alarms, sprinkler heads, and fire extinguishers.

GENERAL POLICIES:

- ***Door Propping:*** Exterior residence hall doors are locked for the protection of residents, the community, and their property. Propping doors open, or allowing unauthorized persons into the building may create an unsafe environment.
 - Door propping is defined as holding open exterior doors to allow persons other than yourself access to the building. This can occur by physically



holding the door open for another person, or by placing an object in or around the exterior doors of the building in an effort to prevent the door from being able to close or lock properly.

- **Key/ ID Misuse**
 - For your own safety, do not lend your room key or university ID to another person. Duplicating, borrowing, or loaning room keys or ID to guests or friends is prohibited under any circumstances.
- **Unauthorized Entry**
 - Unauthorized entry into or use of residence hall facilities, another student's room, custodial closets, storage closets, roofs, any part of the building's outer structure, attics, on top of elevators, and/or elevator shafts is considered trespassing and students will be held responsible accordingly.
- **Vandalism**
 - Vandalism of University or personal property is prohibited. Depending on the type of vandalism, students will be held accountable under Housing & Residential Education policies, the Student Code of Conduct and/or state/federal laws.
- **Pranks**
 - Pranks have the potential to cause harm, injury and damage to students and property. Many acts thought of as pranks are potentially dangerous to other individuals and the community. Students participating in pranks will be subject to disciplinary action.
- **Possession/Use of Weapons/Ammunition**
 - The possession of weapons or reasonable facsimiles of weapons, including, but not limited to, firearms, ammunition, BB guns, bows and arrows, knives, martial arts weapons, and paint guns is strictly prohibited in the residence hall space. Students who wish to have weapons must store them through UNCPD in Gray Hall. Any weapons found in the residence halls will be confiscated and students will face disciplinary action including possibility of suspension.
- **Littering**
 - Disposing of garbage in areas other than dumpster enclosures will result in disciplinary action and restitution for cleaning and removal. A charge of \$35 will be assessed if personal room trash bags are disposed of in common areas.
- **Motorized Vehicles**
 - Motorized vehicles and components are not allowed in the residence hall space due to chemical hazards. All motorized vehicles must be parked in designated parking spaces, and illegally parked vehicles are subject to ticketing, fines, and/or towing.
- **Pets**
 - Pets (other than fish) are not allowed in any residence hall facility, either temporarily or permanently. Each resident is allowed a 10-gallon fish tank for the express purpose of housing fish. Any pets found in the residence halls will be removed immediately and the students will be subject to damage and cleaning charges.



- ***Misuse of University Furniture***
 - The misuse of University furniture, such as the lofting of beds or tipping of lounge furniture, can cause damage to the furnishings and/or room. Using University-owned furniture in a manner other than which it was designed to be used may result in charges for damages. Waterbeds are not allowed on University-owned property.

ABUSE

UNC residence halls exist to compliment the education mission of the institution.

Expectations and standards of acceptable behavior reflect the right of every student to live and learn in a community free from abusive or discriminatory behaviors.

- ***Harassment***
 - Harassment is defined as behavior that creates, or is intended to create, an environment that is so hostile or intimidating that it inflicts physical or emotional harm on another person and/or interferes with a student's ability to learn or participate in activities in the campus community. Acts of harassment include, but are not limited to, unwelcome or repeated contacts in person, by telephone, by letter, by any method of electronic communication (including actions taken on the internet or on social media websites), damaging or vandalizing personal property, offensive acts/gestures, overt threats (whether or not they were acted on), or any conduct that creates or is intended to cause physical or emotional harm in the victim. Harassment is a violation of University of Northern Colorado policy and Colorado law. Students who engage in harassment are subject to University disciplinary action and/or criminal prosecution.
- ***Physical/Verbal Abuse***
 - Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including one's self is prohibited.

SEXUAL MISCONDUCT

Inappropriate or unwanted sexual acts are not tolerated in the residence halls. Any behavior that violates the Department of Housing & Residential Education's policy of sexual misconduct may result in removal from the residence halls, criminal charges, and/or suspension from the University.

- ***Sexual Harassment***
 - Sexual harassment includes, but is not limited to, non-consensual verbal or physical conduct related to sex which interferes with an individual's work, educational, or social performance or creates an intimidating, hostile, or offensive work, education, or social environment. Sexual harassment may also be a violation of an individual's privacy, at the University, on University-owned property or at University sponsored or supervised activities, or at functions of recognized student organizations.



- ***Sexual Misconduct***
 - Sexual misconduct is defined for administrative purposes as any sexual contact/intrusion/penetration that is absent of or without consent by all parties. Examples include, but are not limited to:
 - Exposing one's own genitals, breasts or buttocks in a public area or to unwilling observers.
 - Touching another's genitals, buttocks, and/or breasts without their consent. This touching may occur through clothing or via skin to skin contact.
 - Having sexual contact, intrusion, and/or penetration with someone who is incapacitated (i.e. incapable of making rational decisions because of drug or alcohol intoxication).
 - Continuing sexual activity after any party has made it clear, either verbally or by conduct that they do not wish to have physical contact.

To reduce the possibility of miscommunication or misunderstanding, the University strongly encourages all persons engaging in sexual activity to obtain verbal consent before any such activity occurs. All sexual misconduct allegations and investigations will be reported to UNCPD and forwarded to the Weld County District Attorney's Office.

BIAS MOTIVATED INCIDENTS

Bias motivated incidents and crimes are defined on page 31 of this handbook. In an attempt to create an inclusive learning community and support the academic and personal pursuits of all individuals regardless of race, religion, sexual orientation, ethnicity, national origin, ancestry, age, gender, or ability, bias motivated actions and crimes are not tolerated at the University of Northern Colorado. Any actions motivated by bias will be documented in a Housing & Residential Education Information report, and bias motivated crimes will be reported to UNCPD.

- ***Discriminatory Acts***
 - Any discriminatory act is a violation of the Housing & Residential Education Student Code of Conduct, including, but not limited to racism, ageism, sexism, and/or homophobia.
 - ***Unintentional Discriminatory Acts***
 - Although not intended to cause harm, unintentional discriminatory acts affect the community and individuals in various ways. It is the responsibility of each community member to treat others with respect and dignity.
 - ***Intentional Discriminatory Acts***
 - Intentional discriminatory acts are deliberate actions, including inappropriate jokes and pranks that are motivated by bias.
 - ***Bias Motivated Crime***
 - A bias motivated crime is defined as any illegal action motivated by bias. This type of crime includes property damage, personal injury and other illegal acts. All bias motivated crimes are taken seriously, reported to UNCPD, and may result in severe disciplinary action.



NOISY, DISORDERLY, OR DISRUPTIVE BEHAVIORS

Disruptive behaviors are actions or behaviors that disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of other persons. Disruptive behaviors, including excessively noisy conduct, are unacceptable within residence hall communities. Any activity that has a negative impact on the academic mission of the residence halls or disrupts the normal operation of the residence halls will not be tolerated. Disruptive behavior may include: disorderly, indecent, or obscene conduct or expression; hygiene concerns; voyeuristic behavior; emotional outbursts; and/or reckless behavior.

- **QUIET HOURS**

- In an effort to promote an academically focused community, quiet hours have been designated in all residence hall communities. Quiet hours are as follows:
 - Sunday – Thursday 8 p.m. to 8 a.m.
 - Friday – Saturday 11 p.m. to 8 a.m.
- During quiet hours, radios, televisions, and stereos should not be heard outside of the occupant's room. Stereos and other electronic equipment that continually disturb residents of the hall or room may be retained in storage for a length of time determined by the Hall Director. During quiet hours, residents and guests are expected to keep their voices at a reasonable level such that conversation cannot be heard outside of the occupied room. Shouting down hallways or between rooms is prohibited.
- Stereos may not be played out of open windows as they may disrupt other residents, students, and campus communities.
- A City of Greeley noise permit must accompany any amplified sound in or around any housing facility.
- Musical instruments should not be heard outside of your room.
- If you experience a problem with noise, you are encouraged to speak directly with the responsible individuals; then, if the noise remains at unreasonable levels, seek assistance from your Resident Assistant.

- **EXAM WEEK QUIET HOURS**

- In an effort to promote an academic environment, quiet hours are enforced 23-hours a day during exam weeks. It is imperative that all residents' are able to sleep and study, and that others respect these needs within the community. The Department of Housing & Residential Education is committed to maintaining an enhanced academic environment in the residence halls during exam weeks, and quiet hour violations during this time are taken very seriously.

- **VIOLATIONS OF COMMUNITY AGREEMENT**

- As mentioned throughout this handbook, all residents living in the residence halls are part of their community. Standards of conduct and behavior are expected of all community members so that healthy, academically-focused, and developmental communities may develop. Violations of these basic standards of behavior, also known as community agreements, may result in disciplinary action.



- ***Courtesy Hours***
 - Residents should always honor the requests of the community regarding noise levels, even when it is not established quiet hours. Please be respectful when asking other community members to reduce the volume, and respectfully honor requests to reduce volume. Through reciprocal cooperation, all members of the community will be able to sleep, socialize and study.
- ***Health Safety Risk***
 - A person taking action to inflict physical or emotional harm on self or others is defined as a health and safety risk to the community. If you feel like harming yourself, please call the UNC Counseling Center at 351-2496 or speak with a hall staff member. If you choose to speak with a Housing & Residential Education staff member, please know they will call UNCPD to perform a welfare check.
- ***Aggressive Roommate Policy***
 - Any roommate that threatens or intimidates a roommate/suitemate in an attempt to have that person move out of their assigned space may be administratively moved and will face disciplinary action.
- ***Threatening or Intimidating Behavior***
 - Any conduct that threatens or endangers the health, safety, or welfare of others is not permitted. Threatening or intimidating behavior includes written, verbal or physical behaviors.
- ***Inappropriate Level of Cooperation***
 - Residents and guests are expected to offer a reasonable level of cooperation to all University staff, including members of Housing & Residential Education staff, when acting in an official capacity.
- ***Misrepresentation to University Staff***
 - Providing false, distorted, or deceptive information or identification to a University official is prohibited and may result in additional disciplinary action.
- ***Retaliation***
 - Any conduct which serves as a reprisal with the intent of causing psychological or physical pain to an individual who has initiated a complaint (any violation of Housing & Residential Education Office of Student Conduct Code or University of Northern Colorado Code of Conduct) with the institution is retaliation. Retaliation includes, but is not limited to, unwelcome and/or repeated contact by phone, e-mail, electronic sources, letter, in person, or by third party; damaging or vandalizing personal property; offensive acts or gestures; overt threats; or any contact that would instill fear and trepidation in the reporting person.
- ***Failure to Complete Assigned Sanctions***
 - Failure to complete assigned sanction by the due dates shows a lack of respect for the Housing & Residential Education disciplinary process and for the community in which the violation occurred. Sanctions are



designed to be educational and reflective. Any student not completing assigned sanctions within the specified time may face additional disciplinary action.

THEFT

- ***Theft***
 - Theft is defined as knowingly obtaining or exercising control over anything of value without authorization. Removing lounge furniture from the lounges in the residence halls constitutes theft. Theft is taken very seriously whether it is the property of a student or the University. UNCPD is notified whenever a theft is reported.
- ***Distributing Unlawful Copies of a Copyrighted Work***
 - Copyright infringement, or the distribution of unlawful copies of a copyrighted work, is prohibited. Copyright infringement may occur with printed materials, or electronic media. The University of Northern Colorado abides by the Digital Millennium Copyright Act, which can be accessed at: <http://www.copyright.gov/legislation/hr2281.pdf>.
- ***Building Surveillance***
 - Building surveillance is utilized in some University of Northern Colorado buildings. The use of cameras may aid the investigation of policy violations and can be used in the investigation of criminal activities.

NOTICE OF CHANGES IN HOUSING & RESIDENTIAL EDUCATION POLICIES

The Department of Housing & Residential Education reserves the right to change the policies as outlined in this handbook at any time. Students will be notified of all changes in, additions to, and deletions from existing Housing & Residential Education policies through campus mail, postings in the residence halls, and information provided to residents by their Resident Assistant (Resident Assistant). All changes are applicable to all students when announced.

