

Residence Hall Handbook

Policies, Regulations, and Standards of Conduct

As members of the residence hall community, residents are expected to uphold university standards, which include abiding by state civil and criminal laws, University Standards of Conduct, and Housing & Dining Services policies. These expectations assist in promoting a safe and civilized community. If a resident is responsible for violating one or more of the policies/standards, the primary goal will be to correct the resident's behavior to become a more responsible member of the community. Residents can expect staff who are informed of a violation to confront the students involved in a timely manner. If violations involve activities that staff are not aware of (particularly in safety-related situations in individual rooms), it is important for students to inform staff of these situations. Violations may also be confronted by the university police, community safety officers or housing staff.

It is the responsibility of students who have been accused of misconduct to participate conscientiously in the conduct process. This includes reading the below policies and the Student Conduct Code, which can be found at <http://www.colorado.edu/studentaffairs/studentconduct/index.html>, adhering to stated deadlines, attending scheduled meetings, and participating in all proceedings. Failure to meet these responsibilities may result in a disciplinary decision being made without the benefit of the student's participation.

Philosophy of Student Conduct

The Office of Student Conduct and Housing & Dining Services view the discipline process as a learning experience that helps students understand their responsibility to both themselves and their living and learning community in the residence halls. We strive to learn from one another in an educational community that holds mutual respect for individuals and the entire community. Behavior that conflicts with established standards, policies, and guidelines of University of Colorado and Housing & Dining Services will be referred for campus conduct proceedings.

Every member of this living and learning community is expected to assume responsibility for becoming informed about the various university and residence life standards, policies, and guidelines. Each individual community member who works, lives, studies, teaches, does research, conducts business or is involved in the living and learning community participates in that community by choice. By making that choice, each community member agrees to contribute to an educationally purposeful community. It is against the basic nature of this community for anyone to demean or discriminate against another human being. A caring, educational community does not tolerate physical or psychological threats, harassment, intimidation, or violence directed against a person(s). Such behavior is subject to the university's highest conduct processes.

Overview

The purpose of the Student Conduct Code is to maintain the general welfare of the university community.

The university strives to make the campus community a place of study, work, and residence where people are treated and treat one another with respect and courtesy. The university views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university community and the greater community. All students are expected to abide by these standards. Students who violate these standards will be subject to the actions described below.

Authority

Article 7, Part B, of the Laws of the Regents requires each campus to develop a student code of conduct.

The Office of Student Conduct is authorized to establish and administer this policy. Any questions regarding interpretation of this code or any of its provisions should be directed to the Vice Chancellor for Student Affairs or his/her designee for final determination.

Questions regarding behavioral problems should be directed to the Office of Student Conduct, University of Colorado at Boulder, 10 UCB, Boulder, CO 80309, phone 303-492-5550. Specific questions about residence hall policies can be referred to Residence Life staff (Hall Director, Area Coordinator or Assistant Director)

Jurisdiction

The Student Conduct Code governs:

Student conduct that occurs on campus, relates to university property, or at official functions and university-sponsored programs conducted away from the campus. University property is defined as land, buildings, and facilities in possession of or owned, used, or controlled by the university, or funded by university budgets.

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 & Residence Life 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.

Student conduct that occurs off university property but within the geographical area immediately adjacent to the campus is subject to this policy.

Student conduct that occurs off university property (1) adversely affects the health, safety, or security of any member of the university community or the mission of the university; or (2) involves any records or documents of the university.

All students residing in Housing & Dining Services facilities are subject to the applicable Housing & Dining Services policies and procedures detailed in Student Code of Conduct except cases in which the potential sanction is suspension or expulsion or when Housing & Dining Services refers a case to the Office of Student Conduct.

Proceedings initiated under this policy are separate from civil or criminal proceedings that may relate to the same incident. Conduct proceedings by the university are not postponed just because criminal or civil proceedings are pending.

The unexcused failure of a student to appear and/or respond to the process does not prevent the university from proceeding with the conduct process.

Process Overview

When a University of Colorado student is involved in a violation of the *Student Code of Conduct* and/or the *Residence Hall Handbook Policies, Regulations, and Standards of Conduct*, on or off campus, a report is generated. The report is then sent to the appropriate office. For all students living in the residence halls, the report goes to their Hall Director. The Hall Director reads the report and assigns the student to the appropriate Conduct Officer (Hall Director/Residence Life Conduct Coordinator, Area Coordinator, Assistant Director, or a Conduct Officer in the Office of Student Conduct).

The Conduct Officer then reviews the report, determines charges, and sets up a Conduct Meeting.

When a student is meeting with a Conduct Officer, they have the opportunity to review the report and give their side of the events. If the incident involves a UCPD, or Boulder Police report, the student must request a copy of the report directly from UCPD/BPD. After meeting with the student, the Conduct Officer will make a decision about the student's level of responsibility. The Conduct Officer will determine what charges the student violated, and then will generate a decision letter for the student. The decision letter will contain the following information: student's level of responsibility, information on the Conduct Officer's decision, and, if applicable, any educational and/or disciplinary sanctions. The first time a student is sanctioned to Probation or higher for an incident, a \$75.00 Student Conduct Fee will be applied to his/her student account. Subsequent violations will result in a \$100.00 Student Conduct Fee for each incident.

The decision letter will be mailed to the student's campus address after three days' attempts to contact for pick-up from their residence hall front desk. Please keep in mind that the University of Colorado at Boulder uses a student's colorado.EDU email address as the official form of contact. An email notification will be sent to a student regarding their Conduct Meeting, as well as their Decision Letter. NOTE: Decision letters *will not* be emailed to a student for any reason.

If a student has been found responsible for violating a university and/or housing policy, depending on their sanction level, they are given the opportunity to appeal the decision. Directions and Appeal Forms can be found here: <http://www.colorado.edu/studentaffairs/studentconduct/>. For students who meet with a Residence Life Conduct Officer, the Housing Conduct Appeal Form and guidelines apply. For students who meet with an Office of Student Conduct Hearing Officer, the Office of Student Conduct Form and guidelines apply. When a student appeals, any sanctions assigned to them are placed on hold until the appeal has been heard and a decision made. The appeal board decision is final.

Sanctions Overview

When a student is found responsible for violating the *Residence Hall Handbook Policies, Regulations & Standards of Conduct* or *Student Code of Conduct* is subject to sanctions. There are two kinds of sanctions: Educational and Disciplinary.

- **Educational**
Educational sanctions are designed to help the student reflect on their goals as members of the University of Colorado at Boulder community. They include:
 - Papers
 - Community Service
 - Educational Courses
 - Restorative Justice
- **Disciplinary**
Disciplinary sanctions are utilized to reinforce the importance of University Policies and for the student's reflection/health/treatment. They include:
 - University Probation or Suspension
 - Termination of Housing Contract
 - Exclusion
 - Expulsion from the University

Advisors

A charged student and an alleged victim of an alleged policy violation have the right to be accompanied by an advisor during the conduct process. Advisors are not permitted to speak for, or on behalf of, the charged student or the alleged victim during any phase of the conduct process, including hearings. However, with permission from the conduct officer, advisors may make a statement and/or ask questions of the charged student to present

relevant information after the conduct officer/conduct body has completed discussions with the charged student or alleged victim.

Duties and Expectations of Students

It is the duty of all students involved in the conduct process to participate conscientiously. Students are expected to read this policy, make a timely report of an incident, and file all necessary complaints through the Office of Student Conduct. Students have a duty to discuss the incident with a conduct officer over the telephone or in person, adhere to stated deadlines, attend scheduled meetings, and participate in all proceedings. Failure to meet these duties and expectations may result in a decision being made without the benefit of the student's participation or may result in a student being charged with failing to comply with the directions of a university official.

Mission Statement and Values of the Office of Student Conduct

The mission of the Office of Student Conduct is to establish an ethic of care at the University of Colorado – Boulder through its preventive, behavioral, and accountability practices. Establishment of an ethic of care will assist in providing a safe, respectful, and supportive community where students, parents, faculty, and staff will be challenged to develop their critical thinking, values, connectedness to the community, sense of identity, understanding of independence and interdependence, and multicultural awareness.

Central to an ethic of care, as outlined by Carol Gilligan, are the concepts of care and responsibility to others. The work of the Office of Student Conduct is also shaped by these ideals. An “Ethic of Care” model for the Office of Student Conduct is a holistic approach to engage community members regarding their behaviors, responsibilities, and recognizing that concern for self and others in a community of individuals can have a powerful impact. The values, functional practices, and programs of the Office of Student Conduct support this holistic model of care and demonstrate an effort to enhance student development and promote a positive, successful, and respectful living and learning environment throughout the university community.

The values of the Office of Student Conduct provide a framework for programs and practices that mirror institutional values. The Office of Student Conduct values are:

Civic responsibility and student involvement

Education and development of all students

Respect, dignity and equity

A socially just community

Responsibility, accountability, and critical thinking

Fairness, honesty, and integrity

HDS Standards of Conduct 2011-2012

For specific information regarding the policies and procedures regarding student behavior in the residence halls and on campus, refer to the *Student Code of Conduct*. The web site for the University of Colorado *Student Code of Conduct* is:

<http://www.colorado.edu/studentaffairs/studentconduct/>.

Alcohol and Illegal Drugs

The use of alcohol by underage students, the abuse of alcohol, and the use of illegal drugs, including marijuana, is not permitted in the residence halls. The use of alcohol and illegal drugs is counterproductive to the academic mission of the residence halls and the university. There are many negative effects of alcohol and illegal drug use on individuals, and on the community in the residence halls.

Residence hall communities are designed to promote and foster the personal growth

and development of individuals and are supportive of the residents' academic endeavors. Residence halls are not sanctuaries from state and local laws or from university standards and regulations. Staff will confront any resident who is identified as being in violation of the law or policies regarding use of illegal drugs and/or misuse of alcohol. The responsibility to obey state laws, local laws, and university rules rests with each student. Students are held accountable for their behavior as it relates to alcohol and illegal drugs.

The following sections define the policies regarding the use of alcohol and the use of illegal drugs, as well as the penalties for the violation of these policies.

Alcoholic Beverages

Residence hall policies regarding alcoholic beverages and the enforcement of those rules are based on prevailing laws, certain values that the university holds, and input over the years by hall residents. Alcoholic beverages are not permitted anywhere on campus in public areas. Only residents who are 21 years of age or over may possess and consume alcohol in their own residence hall room.

- a) The legal drinking age in Colorado is 21. In a residence hall, students of legal age may possess and consume alcoholic beverages only in their rooms with the door closed. **Drinking by underage students is a violation of state law and residence hall policy.**
- b) It is illegal for those of legal age to purchase or otherwise provide alcoholic beverages for those under 21 years of age. Residents who are 21 years old and have a roommate(s) who is under 21 must make sure that their alcohol is not accessible to their roommate(s). When residents who are at least 21 years old are transporting alcohol in and around the residence halls, alcohol containers may not be visible and must be closed. It is a violation of residence hall rules for students who are under age 21 to be in a room where alcohol is present.
- c) It is against the Alcohol policy for a resident over the age of 21 to provide alcohol to minors.
 - i. Doing so will result in a violation of the *Student Code of Conduct*. Students who violate this policy will be subject to the full Student Conduct Process.
 - ii. Beer kegs, taps, or other bulk dispensers (full or empty) may not be brought into the residence hall or onto residence hall property and may result in the immediate termination of the residence hall agreement. Collecting and/or displaying empty alcohol containers, such as a wall of empty beer bottles or cans, is not permitted. The message the collection sends is counterproductive to the academic mission of the residence halls. The collections also attract insects and promote an unhealthy living environment. For more information, see *Room Cleaning*.
- d) Possession and/or consumption of alcoholic beverages, other than as provided for in a resident's room (above), is not permitted in any location in or around the residence halls, including residence hall grounds.
- e) Excessive alcohol consumption can often lead to violations of other residence hall and/or university standards. Evidence in a violation may indicate that the resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behavior that results from excessive consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing/university alcohol policy. It is not considered an excuse for the misconduct.
- f) For information on the Good Samaritan Provision, please see the *Student Code of Conduct*: <http://www.colorado.edu/studentaffairs/studentconduct/>

For possession of any bulk container, and/or providing alcohol to minors, or where a resident was found to have endangered the health, safety, or welfare of an individual by providing alcohol, the sanctions may include **termination of the residence hall agreement, suspension, or expulsion from the university.**

In confronting a violation involving alcohol, the staff will request that the resident pour all alcohol down a drain. If the resident refuses, the staff members may pour the alcohol out for them. Any bulk containers, beer bongs, beer taps, or consumption devices will be confiscated and turned over to the hall director for disposal. (Confiscated items will not be returned to any individual.) In confronting kegs, the staff will call the University Police Department for assistance and disposal.

Minimum sanctions have been established for students responsible for violations of the university or Residence Life Alcohol Policies. Violations are cumulative for the student's entire academic career at the university. Be aware that sanctions can be assigned to a student for conduct in violation of the University Standards of Conduct both on and off campus.

Alcohol Violation Sanctions

Any student currently on university probation or suspension in abeyance who is found responsible for violating the university alcohol policy is subject to suspension from the university for at least one full semester.

The conduct officer has discretion to issue appropriate sanctions based on the nature of each individual case. The severity of the violation(s) will determine the level and range of the sanctions. This practice does not limit the university hearing officer to make whatever decision he/she deems appropriate in any given discipline case. The sanctions listed above are guidelines for hearing officers who have the discretion to assign more stringent sanctions as appropriate. Further, once a student is on probation, further violations of any nature are more likely to result in suspension from the institution.

Drugs

The possession, use, sale, manufacture, or distribution of illegal drugs in the residence halls, including marijuana and drug paraphernalia (pipes, hookahs, bongs, water pipes, etc.), is not permitted and violates state law. Residents involved in such activities may be arrested and are subject to disciplinary action that may result in suspension or expulsion. Residents who involve themselves in the use or possession of illegal drugs are subject to judicial sanctions and may be subject to legal action. It is a violation of residence hall policy for a student to be in a room where illegal drugs or paraphernalia is present.

Certain behaviors automatically result in stringent action(s) being taken. These types of behaviors include the sale, distribution, or manufacture of any illegal drug; the use and/or possession of certain "hard" drugs; or possession of a keg or other large quantity of alcohol on university property. Residents should expect that this type of behavior will minimally result in termination of the residence hall agreement and possible suspension or expulsion from the university. Because incidents do vary in seriousness, degree of disruption, and damage to the facilities, these factors are considered when deciding all sanctions.

Minimum sanctions have been established for students responsible for violations of the university or residence life drug policies. Violations are

cumulative for the student's entire academic career at the university. Be aware that sanctions can be assigned to a student for conduct in violation of the University Standards of Conduct both on and off campus.

Medical Marijuana

If the Colorado Department of Public Health and Environment (CDPHE) issues a Medical Marijuana Registry identification card to a student, Colorado law allows that student to possess a limited amount of marijuana for medicinal purposes. However, possession of a Medical Marijuana Registry identification card does not authorize a student to possess, use, or distribute marijuana in any university residence hall or dining facility, or in any public area of the university.

Students who receive a Medical Marijuana Registry identification card prior to residing in a university residence hall may submit a request to the executive director of Housing & Dining Services or designee to be released from any Housing & Dining Services Contract executed by the student or, if applicable, to be released from the freshman residency policy.

If a student obtains a Medical Marijuana Registry identification card while residing in a university residence hall, he/she may submit a request to the executive director of Housing & Dining Services or designee to be released from the Housing & Dining Services Contract. Students with a documented need for medical marijuana will be released from a Housing & Dining Services Contract without financial penalty.

Sanctioning of alcohol and drug violations may be more severe if the incident includes the following aggravating factor(s): public intoxication, provision of alcohol/drugs to minors, driving a vehicle under the influence of alcohol/drugs, damage to property, obstruction of a peace officer, or failure to cooperate with a university official. Sanctioning may also be more severe if it is accompanied by other violations of the Student Conduct Policies and Procedures.

Bicycles

Bicycles may be parked in bike racks adjacent to the halls or may be kept in the resident's room. Be advised to use a U-lock when parking bikes outside. It is a fire code violation to store bikes in public areas of the residence hall. Bikes may not be parked in stairways, in front of doorways (inside or out), on rails (inside or out), in laundry areas, lounges, or other common areas. Bikes parked in prohibited areas will be impounded by the university police. No one may ride a bike inside any buildings. A first time violation of the Bicycle policy may result in a warning. A second violation may result in probation.

University policy requires bicycles to be registered with the CU Bicycle Program. To register your bike, follow the directions outlined here: <http://www.colorado.edu/parking/commuting/bike/>.

Doors

Residents sometimes affix material to the outside of their room doors. To use the door in this manner, follow these guidelines:

1. Avoid material that a reasonable person might find offensive.
2. Don't post material that "attacks," demeans, or otherwise exploits an individual or a group of individuals.
3. Do not permanently affix material to the door.
4. Do not use non-recyclable materials.

University Staff reserve the right to ask students to remove any decorations from

walls/doors. Failure to comply with such a request will be considered a violation of the Code of Conduct. Students are urged to be cautious about covering their room walls & doors with paper materials. Total wall/door coverage can be a vandalism/fire hazard.

Elevators

Tampering with elevators (e.g., removing button plates, pulling doors open and shut, misusing elevator keys, tampering with the wiring, jumping up and down in the elevator, or climbing onto the roof of the elevator) is extremely dangerous and can cause injury, death, and expensive repairs. Such tampering will result in severe disciplinary action, including termination of your Residence Halls and Dining Agreement.

Exclusion from an Area

Housing & Dining Services, the Office of Student Conduct, and the University Police Department (UCPD) reserve the right to exclude (prohibit entry to a specific area or hall) those persons whose behavior is determined to be detrimental to the well-being of the residence hall community or incompatible with its function as part of an educational institution. Exclusions will normally be for a specified period of time, after which they are eligible for review. Failure to comply with the terms of exclusion may result in disciplinary action and/or arrest.

Fire Safety

Fire Alarm Systems and Equipment

The fire alarm system and fire fighting equipment in the residence halls are for everyone's protection. Tampering with fire fighting equipment or setting off a false alarm (general or local) not only makes the system ineffectual, but also endangers the lives of residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, smoke detectors (including batteries), fire evacuation route instructions, sprinklers, other fire fighting equipment, or exit signs is prohibited by both residence hall policy and state law. Although it may seem harmless to store items and/or perform exercises (pull-ups) on sprinkler pipes, be aware that the pipes can be pulled out of the ceiling and cause significant damage. To prevent water damage to your room, your electrical equipment, and your belongings, hanging from, or hanging items from, sprinkler pipes is prohibited. In addition to disciplinary action, there is a \$25.00 charge for removing or damaging individual room smoke detectors or removing or damaging evacuation instructions. Residents are subject to prosecution and severe disciplinary action if they violate this policy. Residents involved in serious fire safety violations, including setting off false fire alarms (the general or main fire alarm or any plastic cover local alarm), may be suspended from the university.

Fire Hazards

It is each resident's responsibility not to have furnishings or equipment in her/his room that creates fire and safety hazards. Such items as candles (even if meant for display only and even if the wick has been removed), incense, bongos, hookahs, and non-fire-retardant material used to decorate are strictly prohibited. No items may be hung on the ceiling or in doorways, including fabric, banners, tapestries, posters, or flags. Fabric, tapestries, flags, or banners with the longest side exceeding three feet (36 inches) in length are prohibited on walls. Any fabric or banner less than three feet in length must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame/fire-retardant treatments must be renewed as often as necessary to maintain the materials' flame resistance. No more than one banner, flag, or tapestry may be hung on any wall and there may not be any more than two per room. Residence hall draperies are all flame resistant and are not to be replaced by resident-owned draperies. Because of fire safety concerns, **halogen lamps are not permitted in residence halls**. Bean bag chairs/furniture and space heaters *are not* permitted within the halls. Love Sac© chairs are permitted, but the appropriate Proof of Treatment labels must be retained by the student. Meetings will be held early

during the semester to familiarize you with fire prevention measures and procedures for evacuation.

University Staff reserve the right to ask students to remove any decorations from walls/doors. Failure to do comply with such a request will be considered a violation of the policy. Students are urged to be cautious about covering their room walls & doors with paper materials. Total wall/door coverage can be a vandalism/fire hazard.

Appliances/Cooking

Cooking is not allowed in rooms, on balconies, in other areas of the hall, or on adjacent grounds except for nominal activity with a microwave or where the hall has properly equipped kitchenettes. The use of barbecues and hibachis is prohibited in all areas in and around residence halls except at officially sponsored activities. If the number of approved appliances in use causes electrical overloads, additional restrictions will be imposed. Toasters, ovens, hot plates, grills, including George Forman® and other electric grills, are not permitted within the residence halls.

In the residence halls, care must be taken with the number of electrical appliances plugged into any one outlet. Do not plug in more than two appliances in any outlet and eliminate or limit the use of extension cords. Acceptable electrical appliances include televisions, VCRs, stereos, video game devices, personal computers, coffee makers (with automatic shut-off), clocks, irons (with automatic shut-off), blankets, shavers, blow dryers, and electric curlers.

In certain halls, electrical circuit limitations may limit the use of electrical appliances. All appliances must be UL-approved and operated, and maintained in full compliance with safety and sanitary standards. Appliances not allowed include portable heaters, cooking appliances, any appliance with open heating coils, toasters, toaster ovens, sun lamps, broadcasting equipment, outside antennas or satellite dishes, air conditioners, and other appliances that require more than a nominal amount of electricity. The university is very conscious of the need to conserve energy and requests that residents limit the use of as many electrical appliances as possible

Fire Drills

Fire drills (announced and unannounced) are held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the hall. Students failing to leave the building during a fire drill are subject to disciplinary action. Refusing to evacuate will result in severe disciplinary action. Emergency procedures are provided to hall staff; it is the student's responsibility to become familiar with the procedures.

Fireworks

Boulder fire prevention ordinances and residence hall policy prohibit the manufacture, sale, use, and possession of all fireworks, including sparklers, anywhere within the city limits, including around or in all residence halls.

Flammables

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter are prohibited in the residence halls. Activities such as making candles or waxing skis are not permitted in residence hall rooms or areas in the halls other than those designated. Do not keep large quantities of papers, rags, or other trash in any room. Place recyclable materials (newspaper, computer paper, and notebook paper) in the containers located near the hall loading dock. Maintaining an open flame (i.e. burning candles, incense, lanterns, etc.) in your room is prohibited, as are natural Christmas trees. Candles, even if meant for display only, and tapestries will be temporarily confiscated and will be returned at the discretion of the hall director. **Hookahs present a fire**

hazard, are considered drug paraphernalia, and are expressly prohibited within the residence halls.

Forgery

It is against the law and university policy to forge, alter, or falsify any documents, records, parking permits, or instruments of identification. Using a forged or altered document, record, parking permit, or instrument of identification is also prohibited, even if another person made the change. Violators are subject to arrest and disciplinary action.

Furniture

All residence hall rooms are fully furnished. This furniture may not be stored to make room for the resident's own furniture, and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons, furniture placed outside a residence hall room will be removed by the Housing Facilities Services. Furniture that has been removed is considered abandoned. Residents are charged for furniture missing from their room at checkout. If it can be accommodated space wise, items belonging to the resident (overstuffed chairs, bookcases, etc.) may be placed in the room, provided they do not create a hazard or safety problem. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all residence hall room furniture is present and accounted for; the resident is charged if any original residence hall furniture is missing. It is against housing policy to move furniture from common areas and place it in a resident's room. Removal of furniture from common areas may result in a student being written up, and a minimum sanction of probation may be imposed.

Waterbeds and hot tubs are not permitted in the residence halls because building designs do not include provisions for drainage or for the weight load on floors. In addition, there is the possibility of considerable damage to both personal and university property should a leak develop.

Fish tanks are permitted if the amount of water is less than 10 gallons. The living creatures must be able to live under water and they must not be living creatures that could harm a person (i.e. piranha). No other animals are permitted (gerbils, mice, etc.). A violation of the Pet Policy may result in a minimum sanction of probation.

Gambling and Running a Business

Gambling is prohibited (Exception: Games of sport and social pastimes that are not for profit, do not affect the public, and do not breach the peace are not prohibited.). Running a business within the residence halls is not permitted.

Identification Upon Request

In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member (e.g., hall director, RA, night security, community assistant) may require anyone in the residence halls, at any time, to present an official university identification card and/or other form of ID. Carry a picture ID at all times. It is a violation of housing policy to lend, or trade IDs. A first time violation may include a minimum sanction of Probation.

Loft Policy

Please see the Housing website regarding Lofts:
<http://housing.colorado.edu/residences/loft-my-bed>.

Motorized Vehicles

Motorcycles, scooters, mopeds, etc., are to be parked in reserved areas in accordance with university regulations. They may not be taken into, or stored in, any building. If found inside, they will be removed and impounded at the owner's expense. Driving on sidewalks, bike paths, service drives, fields, and grounds is prohibited

Noise

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one's responsibilities to the community, and the situation may require intervention by housing staff. Because noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Housing staff recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to contain noise to levels acceptable for a productive university living and learning environment. See Quiet Hour Policy.

Personal Injury and Illness

Housing & Dining Services reserves the right to request medical assistance (including an ambulance) on a resident's behalf, should it be necessary. It is the department's policy not to transport injured or sick individuals. Medical care providers are instructed to bill the cost of their services to the resident. Also, the university does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the halls.

Pets

Except for guide dogs or hearing dogs, no pets or animals may be brought into the residence halls. This policy is due to the design of residence halls and problems (i.e. noise, odors, sanitation, inhumane treatment, allergies, etc.) inherent in keeping pets in or around the halls. Exception: Small aquatic life (fish and small turtles) that **live in water** is permitted in an aquarium not to exceed 10 gallons in volume. Amphibious creatures and reptiles (including lizards and snakes) are not allowed. Fish that are dangerous or harmful to humans, or creatures prohibited by state or federal law, are not allowed. In order to have an aquarium, residents must have their roommate's approval and accept full responsibility for care, cleanliness, and any ill effects that could result. A violation of the Pet Policy may result in a minimum sanction of probation.

Quiet Hours Policy

Sunday through Thursday, quiet hours begin at 10:00 p.m. and end at 8:00 a.m. the following morning. Friday and Saturday, they begin at midnight and continue until 8:00 a.m. the following morning. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. **In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff.**

Every university community member, including staff, has the right to sleep, study, or work in their room without undue interference. Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has the potential to interfere with these rights, is prohibited. In addition, this noise policy applies to all residence hall facilities, including rooms, hallways, classrooms, common areas, and the grounds and courtyards immediately surrounding the building. Housing & Dining Services strongly encourages residents who are having an issue with noise to take the responsibility for confronting the situation and let the offender know their noise is creating a disturbance. Courtesy hours are in effect at all other times.

Courtesy Hours Policy

Sunday through Thursday, courtesy hours begin at 8:00 a.m. and end at 10:00 p.m. Friday and Saturday, they begin at 8:00 a.m. and continue until midnight.

Excessive noise that can be heard from outside a resident room that interferes with, or has the potential to interfere with, any community member's right to sleep, study, or work in their living environment is prohibited. Residents must comply with all requests to reduce their noise level.

The noise policy is enforced throughout the year, and violators are subject to judicial action, which may result in termination of the housing contract. A first time violation may include a minimum sanction of Warning.

Final Exam Policy

During the final exam period at the end of each semester, a 24-hour quiet hours policy goes into effect. It begins on the evening before the last day of classes at 8:00 p.m. and continues through the end of finals, at which time the standard quiet hours policy becomes effective and lasts through closing. This policy is strictly enforced and noise violations during finals result in more severe judicial action. A violation of the 24 hour quiet hours may include a minimum sanction of Probation.

Closing

It is important that the academic environment be maintained until the end of finals. Any behavior that disrupts this environment is dealt with immediately. In addition, it is important to note that residents are required to check out of their building 24 hours after their last final, or no later than the check out time on closing day, whichever comes first.

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 Colorado Police Department immediately upon arrival to the campus. UCPD will notify Housing & Dining Services administration when a registered sex offender appears to have been assigned to university housing. At that time and to ensure the safety and overall social health of the CU-Boulder living community, Housing & Dining Services staff will review with key university administrator and campus legal counsel on the student's ability to live or not live in university housing. Those who should be consulted will include: director of residence life or director of auxiliary and dining services, relevant assistant director, UCPD, dean of students, and University Council.

Residence Hall Rooms

Decorating Your Room

Alterations to any residence hall property and/or the semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings, or furniture; drilling holes; or affixing decals. Tampering with or altering electrical or telephone wiring is prohibited. Any damage caused by decorating efforts makes rooms less desirable to the next resident. Residents are charged for repairs and will place their Residence Halls and Dining Agreement in jeopardy.

Students are not authorized to paint the walls, ceilings, floors, windows, or furnishings in their residence hall room. Students who wish to have their room painted may call Housing Facilities Services (5-5555) to submit a work order. They will be contacted within 7 to 14 days to schedule the painting to be completed by housing services personnel, using the standard color. Students simply need to arrange all their belongings to the middle of the room and remove items from the wall. The painting will be done in no more than one working day. Painting needs resulting from intentional damage or carelessness on the part of students or their guests will be the financial responsibility of the occupants of the room, and charges will be assessed accordingly.

See Loft Policy for rules regarding building lofts in a residence hall room.

Combustible decorative materials including wood, textile, and synthetics must be flame resistant or fire-retardant treated if used in housing buildings. (The resident should retain Proof of Treatment on labels and/or packages.) Flame/fire-retardant treatments shall be renewed as often as necessary to maintain the materials' flame-resistance. Substances unlikely to be flameproof include natural leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair, or other similar materials. These substances are therefore not allowed in the residence halls for decorations. The use of holiday cards or wrapping paper to decorate corridor walls and doors is prohibited.

Decorative materials or displays must not obstruct doorways, corridors, stairways, or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment or building service equipment. No tunnels or other such passageways may be constructed to serve as a means of entering or exiting a room, apartment, hallway, or building.

If holiday lights are used they must be miniature lights (less heat) and must be UL listed for the intended use. All items must be 18 inches or more from sprinklers. Do not hang any decorations on sprinkler pipes.

No natural trees, decorative boughs, or wreaths are allowed in student rooms or commons areas of the halls. All trees, boughs, and wreaths must be artificial with an approved flame-retardant label. Trees and other combustible decorations are not to be placed in corridors, lobbies, stairwells, or in front of exits.

University Staff reserve the right to ask students to remove any decorations from walls/doors. Failure to comply with such a request will be considered a violation of the Code of Conduct. Students are urged to be cautious about covering their room walls & doors with paper materials. Total wall/door coverage can be a vandalism/fire hazard.

Room Cleaning

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms as they attract insects. Recycle as much as possible. In a unit that has its own bathroom and/or kitchen, the resident is responsible for cleaning these rooms also. Cleaning equipment and supplies are available from the Environmental Services staff, or at your hall front desk. Environmental Services Staff clean only the public and common areas of a hall.

Roommate Agreement

Each resident agrees to conduct him- or herself in a manner that is conducive for fellow residents to study, live and sleep. Each resident agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall problems. Residents are expected to report uncivil treatment of others, vandalism, and other violations of their living contract. Student will work with mediation led by staff if needing further assistance with roommate concerns. A first time violation may include a minimum sanction of Probation.

Safety and Security

All reasonable steps are taken by Housing & Dining Services to provide a safe and secure living environment. However, the development of a safe and secure environment depends upon the degree to which students accept responsibility for their own behavior and recognize a concern for the safety and welfare of others. If a student observes something that appears unsafe, they have a responsibility to report it to the hall office.

Access to Halls – Security Doors

For everyone's safety, all doors leading into living areas are locked 24 hours a day. Residents always have access to their respective halls.

Friends and guests may enter these areas and contact residents by using a house phone. **Individuals unknown by the community should not be admitted; refer strangers to the hall office for assistance.** All guests must call a resident to gain access to the building and must be escorted by the host resident at all times. Security telephones are located at the main entrance of each residence hall. At check-in, residents receive a detailed plan regarding locking procedures for the hall. Do not prop open outside doors, and report malfunctioning doors to the hall office. The safety and security of the residence halls are each resident's responsibility. A first time violation of the Security policy may result in a warning. A second violation may result in probation.

Skateboarding and Skating

Certain halls or complexes prohibit skateboard/skate use in certain areas near buildings. Individual halls designate these areas and notify residents. Skateboarding/skating in prohibited areas may result in disciplinary action. Skateboarding and skating are not allowed inside any residence hall. If a student is found skateboarding in a hall, a minimum sanction of a disciplinary warning may result.

Smoking

The University of Colorado at Boulder campus smoking policy prohibits smoking in all campus buildings except open-air facilities, and designated food service areas and lounges. Also, in all university buildings, smoking is prohibited in hallways, classrooms, meeting rooms, lobbies, elevators, snack bars, bathrooms, and other public areas.

Smoking pipes are permitted to the extent that they are used for the express purpose of smoking tobacco. Use of pipes for purposes other than smoking tobacco will result in a violation of the Code of Conduct. *Hookahs are not permitted in the residence halls under any circumstances.*

All residence halls are designated as completely smoke free. Smoking is not permitted in residential or common areas of the residence halls. Smoking is permitted outside the residence halls at a minimum distance of **25 feet** from entrances, windows, vents or any other area where the smoke may impact other community members. Keep our community clean for all residents by properly disposing of any trash. A violation of the smoking policy may result in a minimum sanction of probation for students found smoking in their room. For students found smoking outside, but closer than 25 feet to a building, a minimum sanction of a disciplinary warning may result

This action is necessary to comply with both the State of Colorado and Board of Regents policies.

Solicitation

The University of Colorado at Boulder and its residence halls are not marketplaces, and may not be used for commercial, personal, or private financial gain. The purpose of the following policy is to provide a means for companies to advertise opportunities without violating the rights, privileges, and responsibilities duly afforded residence hall students. In addition, this policy provides guidelines for groups wishing to distribute information to residence hall students, or to recruit student participation in their organizations. For groups wishing to distribute their products or information in the residence halls, material should be submitted to the authorizing authority for consideration, approval, and distribution of information.

Protocol for Distribution

A. August Residence Hall Opening

Office of Residence Life Companies and organizations wishing to have information distributed to residents should contact the office of Residence Life by July 15 and deliver all items to Residence Life by August 1. The

appropriateness for introduction to the residence halls of all products and printed information is determined in accordance with the standards itemized below.

B. Product Disbursement

Product samples, giveaways (i.e. practical items that may be used by residents), or coupons may be distributed in accordance with the following:

1. Giveaway products and product samples to be considered for distribution to residents during the school year must be submitted to the office of Residence Life. Examples of any samples to be distributed only at fall residence hall opening must be submitted using the same timeline as expressed in Item A, above.
2. No products will be distributed through residence hall staff members without approval by the authorizing authority as stipulated in sub item 1, above.
3. Items delivered by the U.S. Postal Service/campus Mailing Services are put in student mailboxes without consideration for content. In the case where illegal items are suspected, the appropriate law enforcement agencies and/or postal inspectors will be contacted by the housing department.

C. Advertisement

1. Bulletin Board Posting

a. All bulletin board materials must conform to the following requirements for consideration. Application for material posting is made to the director for Residence Life. The Director (or designee) considers the appropriateness of materials. Items determined to be inconsistent with the mission of the Division of Student Affairs, the mission of Housing & Dining Services, the University Code of Conduct as described in Students' Rights and Responsibilities Regarding Standards of Conduct, and the Housing & Dining Services Position Statement on Diversity, will be disallowed.

b. All materials to be posted in residence halls must receive a stamp showing approval from the Director. No item may be posted without this stamp, except for items conforming to condition *c.iii* below.

c. Housing & Dining Services recognizes three types of advertising. Each residence hall has bulletin boards that correspond with these three categories:

- i. **Commercial postings:** Groups outside of the University of Colorado. Any company or organization external to the university. All Commercial postings must be 8 1/2 x 11 or smaller, on a color and grade of paper that is supported by the CU Recycling Program. Postings larger than 8 1/2 x 11 are approved at the discretion of the Director (or designee). The chancellor of CU-Boulder has instructed all departments to refrain from using non-recyclable paper.
- ii. **General postings:** Campus events and groups. Activities that are either sponsored by a recognized student organization (one that has an account with the Student Organization Finance Office), university sponsored event, university affiliated program, or activities that invite students to participate in an approved academic research program may qualify for bulletin board posting.
- iii. **Residence hall postings:** Information from Housing & Dining Services, which includes residence hall information from the Hall Director, RHA, Resident Advisors, Academic Support Residents, or Hall Council, may be placed on the hall information board. All General or On-Campus postings must be 11 x 17 or smaller, on a color

and grade of paper that is supported by the CU Recycling Program. Postings larger than 11 x 17 are approved at the discretion of the Director (or designee). The chancellor of CU-Boulder has instructed all departments to refrain from using non-recyclable paper.

- iv. For all postings (General and Commercial), please contact reslife@housing.colorado.edu for details on getting approval and numbers of postings accepted.
2. Chalking. No chalking of residence hall facilities, including sidewalks that extend from any residence hall entrance, is permitted. To determine which sidewalks are considered residence hall property, contact the Hall Director for the building closest to that sidewalk.
3. Flyers. No flyers are distributed through the residence hall mailboxes or through residence hall staff. The only exceptions are flyers for official University of Colorado business and flyers received through the U.S. Postal Service/campus Mailing Services with appropriate addresses. Flyers received through the U.S. Postal Service will be put in student mailboxes without consideration for content. Moreover, sliding information under students' doors is prohibited except for Housing & Dining Services business.
4. Table Tents. Table tent space in the CU residence hall dining halls is limited and will be allocated on a first-come, first-served basis with a few exceptions. Housing & Dining Services reserves the right to prioritize table tents for Housing & Dining Services and certain Student Affairs programs before student group and organization requests. When the table tent schedule permits, all student groups or organizations – including residence hall councils and RHA affiliated groups – may place table tents in the dining hall.
 - a. The student group should submit a request to rha@colorado.edu and in the subject line note “Table Tent Request”.
 - b. The requestor should attach an electronic copy of the table tent to the email, and noting in the e-mail the requested time period for the table tent.
 - c. Requests must be made at least a week and half before placement in the dining halls. Table tents are posted from Sunday through Saturday.
 - d. The RHA executive responsible for reviewing the table tent and checking availability for scheduling will communicate by e-mail to the requestor regarding approval, including the number of copies needed for each dining hall.
 - e. The student group will be responsible for submitting final copies in the appropriate amounts for each dining hall.
 - f. Campus copy policies regarding using paper that is supported by the CU Recycling Program should be followed in making copies of the table tents.
 - g. Table tent paper may not be any larger than 8 1/2 x 11 before being folded.
 - h. Once approved, copies should be delivered to residence hall office to be distributed by the dining hall staff, by the Wednesday before the approved time period.

D. Using Residence Hall Facilities for Solicitation

1. Vendors or solicitors are categorically restricted from using residence hall facilities. No person or organization may enter the residence hall and establish a table, booth, or presence in any residence hall facility, including, but not limited to: the dining hall service area and entrance, unless specifically approved by the authorizing authority.

2. At the discretion of professional residence hall staff, Housing & Dining Services business may be conducted on residence hall grounds or in residence hall facilities. This includes room reapplication processes, student government activities, academic support, information technology support, or resident advisor programs.
3. The professional residence hall staff must approve any program that includes a guest appearance by any person or organization outside of Housing & Dining Services.
4. Student government organizations, specifically the Residence Hall Association (RHA) and its component hall councils and honorary society(s), may perform a limited number of fundraising enterprises with approval from their advisor.
5. Door-to-door solicitation is categorically prohibited. Residents cannot use their residence hall rooms, telephone lines, data connections, or student mail boxes for solicitation, commerce, or accounts receivable.
6. Local, State, and Federal political campaigning for any office or issue within a residence hall community is prohibited. Students may not solicit participants for votes while on residence hall property. In addition, Housing & Dining Services prohibits the hanging or posting of banners on the buildings or yard signs on residence hall grounds.
7. Use of any residence hall lounge, classroom space, or any common areas by outside groups or organizations must be approved by the hall director. Any groups or organizations wishing to use these facilities must have at least 50 percent participation of residence hall students from the building or complex where the event will be held. The program must be consistent with the purposes and goals of the university and of Housing & Dining Services.

E. Exceptions

1. In special circumstances, the Director of Residence Life, or designee, or the Executive Director of Housing & Dining Services may grant an exception to this policy.
2. Application for an exception may be made at the Central Residence Life Office. Anyone who violates this policy may be denied future access to the residence halls.

Sports/Games in the Hallway

Any physical sporting activity (ball sport, water balloon toss, running game) is not permitted in the halls due to damage of property and disturbance to other residents. Sports intended for outdoor play should be directed toward designated areas on campus (CU Recreational areas, green space, etc.) Special attention should be paid to the potential damage to property (playing baseball near residence hall windows for example). If a student violates this policy and there is damage to university property, a minimum sanction of probation may result.

Slack lining (a rope tied between two trees)

This against policy if it causes potential harm to an individual (i.e. being placed over a pond or construction site), or to University property (trees, grounds, etc.). University Staff reserve the right to ask students to remove a slack line, and failure to do so will result in a violation of the Code of Conduct.

Vandalism

Each year, Housing & Dining Services spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few residents or nonresidents who vandalize buildings. Any resident who has any information about acts of vandalism should contact the hall office. This includes removing or defacing community bulletin boards and signs. Residents who abuse housing facilities should expect to pay for damages and to be subject to strong disciplinary action.

Visitation and Overnight Guest Policy

In all residence halls, visitation is a matter of choice. Residence hall students have the inherent right to sleep and study in their own room. The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the stated Housing & Dining Services guidelines. A guest is a person who is not an assigned resident of the room. A resident's right to sleep, to study, and to privacy takes precedence over the privilege of having guests in a residence hall room.

Residents must obtain permission from their roommate(s) prior to having a guest stay in the halls. Residents may not have more than two overnight guests at a time, and guests may not stay more than one week during any four-week period. An overnight guest is defined as someone staying from 9:00 p.m. – 6:00 a.m. All guests must be 18 years of age and older and limited to two per resident. All guests should be escorted at all times. All guests should be able to produce identification at all times. When a concern is identified, staff will address.

Residence hall staff members are not trained, nor do they desire to conduct room inspections to see whether or not there is compliance with this rule. They will, however, in accordance with the *Entry into Student Rooms* policy, confront any person identified as being in violation of rules. It is each resident's responsibility to inform their guest of university and residence hall policies. Residents are responsible for the conduct of their guest and are held accountable through the judicial process for any misconduct or rule violations of that guest. When the activities of a resident and/or guest cause an undue disturbance to the roommate(s) or to the residence hall community, other residents' rights to privacy, to sleep, and to study in the room take precedence. **Further, residents are responsible for all activities that occur in their room.**

Housing & Dining Services reserves the right to require any guest to leave the residence halls immediately upon the request of any residence hall staff member.

Weapons/Firearms

Firearms, explosives, ammunition, and dangerous weapons or materials are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the university. Colorado law defines a dangerous weapon as an instrument designed to, or that is likely to, produce bodily harm. Weapons may include, but are not limited to, BB guns, paint-pellet guns, starter pistols, Nerf® guns, water pistols/squirt guns, blow-dart guns, slingshots, martial arts devices, bowie knives, daggers or similar knives (blades over 3" in length), double-edged blades, or switch blades.

Knives used in a kitchen (for students living in apartments only) are permitted to the extent that they are used for the express purpose of cooking instruments. If a kitchen knife is found to have been used for purposes other than cooking, it will result in a violation of the weapons policy.

A harmless item that is used to cause fear or harm to another person is included in the meaning of a firearm. Weapons used for sporting purposes may be stored with the security section of the university police. However, before bringing any weapon to campus, residents should check with the university police (**303-492-6666**) to determine what kinds of weapons may be stored and what the procedure is for storing them. Students who violate this policy are subject to severe disciplinary action, including expulsion from the university.

Toys designed to look like/perform like weapons or firearms are expressly prohibited in the halls. This includes Nerf® toys of any kind, and other similar toys. A violation of this prohibition may result in a minimum sanction of probation.

Windows, Screens, Roofs, and Outside Walls

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows or balconies are subject to severe disciplinary action. Placing anything on outside window ledges is also prohibited. For safety reasons, stops on windows and screens over windows are not to be removed. Removal of window stops may result in a minimum sanction of a disciplinary warning. Climbing in/out of windows may result in a minimum sanction of probation.

Students who reside in rooms with balconies are required to sign a contract which outlines the appropriate use of the balcony area. Use of Balconies as a point of entry into/exit from a student room is prohibited. A violation of this policy may result in a minimum sanction of probation.