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UW-MARINETTE STUDENT HOUSING Bill of Rights and Responsibilities

The following is a listing of your "rights" (what you are entitled to as a student) living in UW-Marquette Student Housing and your "responsibilities" (what is expected of you) as a member of the housing community. These rights and responsibilities are not legally binding but are meant to compliment to formal residence hall policies.

You have the right to a safe, clean, and well-maintained living space;

You have the responsibility to keep your apartment and outer complex door locked, not to prop them open or allow in strangers.

You have the right to a quality learning environment conducive to your academic and social pursuits;

You have the responsibility to observe quiet hours, keep your music/TV and voice at a reasonable volume in your apartment, and to remind others that you expect the same from them.

You have the right to privacy and the proportionate use of your apartment both in terms of space and time, and the right to be free of unwanted guests in your apartment;

You have responsibility to let your roommate(s) know of your wishes and preferences of hours of sleep, study, and visitation, and to work through any differences you may have in a peaceful manner, within the guidelines of "The Community Rights and Responsibility Handbook".

You have the right to choose your means of recreation and relaxation;

You have the responsibility to know and abide by the laws of Wisconsin, including those that pertain to alcoholic beverages and illegal drugs.

You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living community in Student Housing.

You have the right to confront another's behavior, which infringes on your rights;

You have the responsibility to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.

You have the right to the assistance of your Housing Director, Senior Student Affairs Coordinator, Student Affairs Staff or any other University staff when you need help with a problem;

You have the responsibility to notify a staff member of your problem in a timely manner; and to cooperate with the staff as they work with you to solve your problem.

You have the right to make adult choices as a member of University Student Housing community and to influence policy, which affects you by participating in Student Housing meetings, student government, and University organizations;

You have the responsibility to read the information provided for you by the Office of Student Affairs, especially your Housing Contract and "The Community Rights and Responsibility Handbook" as well as participate in Housing meetings and to adhere to and enforce housing community policies and guidelines.

Adapted from Oregon State University

Housing Community Standards

In order to meet the educational and social needs of students, the Office of Student Affairs has established a set of standards for each community.

You are expected to:

- LIVE, LEARN, and GROW.
- Provide the same RESPECT to others that you expect to receive yourself.
- Assist the staff in building a positive COMMUNITY within your apartment and in your complex.
- GET INVOLVED in activities by becoming active, positive, and contributing community members.
- ABIDE by all POLICIES and report any such violations to your Housing Staff members.
- TAKE RESPONSIBILITY for your own actions and the actions of your guests.
- Take your ACADEMICS seriously by attending and studying for your classes.
- Have FUN and ENJOY the experience of living in Student Housing.

The information in this section is intended to communicate clear expectations regarding personal conduct, contract obligations, and community responsibilities. Students may be charged with violations of these policies through the Office of Student Affairs and/or University Student Conduct Process. Aside from distributing this handbook, Housing Staff members convene community meetings periodically throughout the semester. These meetings help provide important information, help students perform essential administrative tasks, and help residents learn to balance their rights, responsibilities, and privileges with those around them. Students are responsible for all information discussed at their community meetings and should contact the Housing Director if they are unable to attend.

Your privileges and responsibilities as a student living in Student Housing also apply to the apartment complex as a whole, since you, and the residents of your apartment, will cooperate with residents of other apartments in the complex to make it a better place to live. You will be responsible for attending and contributing to Housing Meetings. As a group, you will be able to plan programs—recreational, educational, and cultural—from which you and others can benefit. Student Housing, in addition to classrooms, are places to learn and grow. You play an important role in contributing to the quality of the community.

GENERAL INFORMATION

APARTMENT NUMBER:

An apartment number is placed on your door to identify your apartment. Covering or altering your apartment number is prohibited.

CABLE TV:

Time Warner Cable has a policy that states all cords to televisions and computers should be kept close to the outlet. They will only provide you with a short cord for your television and/or internet modem. **DO NOT REMOVE INTERNET MODUM FROM YOUR APPARTMENT!!!**

CLOSING PROCEDURES:

During University breaks, some residents may choose to leave the building. Before leaving for these breaks, students are required to:

- Turn off all lights.
- Remove all trash and recycling from apartment.
- Close and lock the windows.
- Close their curtains/blinds.
- Lock apartment door.
- Turn heat gauge to lowest temp and air conditioning unit off

COMPUTER USAGE:

All students who are in Student Housing have access to the internet through the cable provider Time Warner Cable. You should contact them with any issues you have with internet access. Campus computer labs are available during regular scheduled room hours.

CONTRACT INFORMATION:

See Copy of Housing Contract provided

ELECTRICAL USAGE/OUTLETS/PHONE JACKS/DATA JACKS:

The Business Office will be monitoring electrical usage of each apartment throughout the school year. Should an apartment exceed the average usage rate by 30% or more, they could be subject to additional housing charges to cover that cost. It is important to keep your windows closed when you have heat or air conditioning in operation.

Opening, tampering or otherwise manipulating electrical outlets or phone jacks, etc., is strictly prohibited.

ENERGY SAVING IDEAS:

Electrical

- Turn off lights when leaving your room/apartment.
- Turn off stereo and all other electrical equipment when leaving your room/apartment.
- Use lighting that is necessary for the task involved.
- Unplug as many items as possible when leaving for a long weekend.

Water

- Turn off water for sinks and showers after use.

- When washing hair or shaving, do not have water running constantly.
- Use cold water whenever possible, i.e., washing clothes, shaving, etc.

Heating/Air Conditioner

- Open curtains during daylight hours and close curtains after sunset.
- Close storm windows and check to see if windows are properly installed.
- Keep windows and doors closed as often as possible.
- Keep interior temperature of your apartment at: 68 degree Fahrenheit with heat and 72 degrees Fahrenheit with air conditioning.

INCLUSIVITY/DIVERSITY:

UW-Marquette is a place where all students should have an equal opportunity to participate actively. To this end, our goal is to create an environment open to people from diverse backgrounds. No student should have to tolerate demeaning comments or actions of any kind. This includes but is not limited to comments regarding an individual's gender, gender identity and expression, race, ethnicity, religion, disability, or sexual orientation. We view college life as an opportunity for individuals to meet and get to know many types of people. These interactions and relationships help us build strong communities.

In working to make the climate of our campus both accepting of and welcoming to all students, faculty, and staff, the University of Wisconsin - Marquette has taken the stand that it will not tolerate bias incidents or hate crimes.

Bias incidents and/or hate crimes involve behavior that is motivated by race, religion, sexual orientation, gender identification and expression, ethnicity, national origin, ancestry, gender, age or disability. Bias incidents include those that are motivated by bias, but may not meet the necessary elements required to prove a crime. Hate crimes are also motivated by bias and they include property damage, personal injury, or other illegal conduct.

A hate crime is a bias incident that has risen to the level of a violation of criminal statute. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

Students who are a victim of a bias incident or hate crime, a witness to such an incident, or are told of such an incident, are encouraged to contact their HD, the Office of Student Affairs, or the Police.

The purpose of reporting is to track the nature of bias motivated incidents on and off the UW-Marquette campus in an effort to prevent future behaviors and to help maintain a positive learning, living and working environment within our community. Examples may include but are not limited to: the use of degrading language or slurs, spoken or written, directed at women, men, persons of color, members of the LGBTQ community, etc. Incidents that rise to the level of a crime should also be reported to Police.

MAIL:

Each housing student has a United States Postal Services Mailbox (see Housing Staff for location). Postings and mailbox stuffing by Student Government, Housing Staff, and Student Affairs must be approved by the Housing Director. Informational/ promotional brochures or coupons, university-sponsored mailbox stuffers and bulletin board postings must be approved by the Housing Director. Other mailbox stuffers require postage.

The U.S. Mail is delivered Monday – Friday (except holidays) to the Housing Staff and will be placed into student mailboxes by the next week day. To facilitate prompt delivery of your mail, and to avoid returned, misdirected or lost mail, please have your mail correctly addressed to you (see below).

Private Carrier Deliveries (UPS, FedEx, Airborne Express, DHL, etc.):

You must use your correct mailing address to receive items shipped through these services. Most online and catalog vendors use private carriers to deliver their goods. Failure to specify your street address may result in the unfortunate return of your purchase. Your physical street address, once you have received your room assignment, should read something like this:

[Your First Name and Last Name]

APT # _____

Student Housing

750 W. Bay Shore Street

Marinette WI 54143

ROOMMATE INFORMATION:

When a student fills out their Housing Contract, they have the opportunity to select a roommate(s) they would like to live with. The Office of Student Affairs tries hard to put students who choose each other for roommates together. When it comes to open spaces, the office will make every effort to put students in the rooming situation the rank as #1 or 2.

Unfortunately, when space starts to become limited, we may not be able to give students one of their top choices.

When conflicts occur between roommates, students are encouraged to resolve their disagreements themselves. If unable to reach an agreement, students are encouraged to contact their Housing Director (HD) to obtain assistance in resolving their differences. The HD is trained in roommate mediation techniques and will act as a mediator to work with the roommates through a Roommate Agreement that addresses the concerns of each person. Roommate Agreements require the residents to sign the agreement and abide by the terms of the said agreement. When roommates are unwilling to abide by the terms of a Roommate Agreement, when they are unwilling to enter into this mediation process, or pose a threat to the roommate, the Housing Director or the Office of Student Affairs reserves the right to require new room assignments, and/or institute disciplinary procedures.

CONSOLIDATION/RECEIVING A NEW ROOMMATE:

The UW-Marinette Staff reserves the right to suspend offering single room accommodations during those periods each semester when incoming housing contract needs are being determined, i.e., clarified to be those periods when new room/apartment assignments are being made and “no shows” are being confirmed or during times when “overflow” housing is being used. Space permitting, if a student’s roommate checks out, the remaining student will be sent a letter outlining the “Right of First Refusal” process. This letter will outline options for the student:

- The remaining student can have another UW-Marinette student move into the room with them.
- The remaining student can consolidate with another person in the housing unit.

Anyone who has signed a "Right of First Refusal" should be prepared to move or to receive a roommate at any time. The apartment should be ready for a roommate at all times, meaning that half the room is clean and clear of personal belongings. Reminder: it is against Housing Policy to discourage potential roommates from wanting to move in. The remaining roommate may take responsibility for the furnishings not being placed in their original position.

Provision: When a new roommate is assigned, that roommate must also agree to the present room arrangement; otherwise items will be put back in their proper place. If a room is not ready for an incoming roommate and it becomes necessary for the Housing Director to prepare/clean the room, a \$50 fee will be assessed to the student receiving the new roommate.

SEXUAL ASSAULT:

Walking on Campus

- Always be aware of what is going on around you.
- Stay alert to your surroundings.
- Walk with confidence. Hold your head up and shoulders straight.
- At night, stick to well lighted, populated areas and walk with another person. Avoid walking alone or in isolated areas.
- Take special precautions in parking lots, stairwells, elevators, bathrooms, and dark areas with shrubbery. Studies show that many assaults by strangers occur in these places.
- If you suspect that you are being followed, go to a place where there are other people as soon as possible. If you choose to run, run as fast as you are able and scream to attract attention or summon help.
- Follow your gut instincts. If you sense that you may be at risk or in danger, try to get out of the situation. For example, if you see a suspicious looking person or someone who makes you feel uncomfortable in a parking lot, leave the area. Report your suspicions to the authorities.

In Student Housing

- Lock your door at all times, even if you leave your apartment for just a few minutes.
- Do not prop security doors open – Prohibited for building safety
- Do not let anyone enter without a key, no matter how presentable their appearance or how plausible their request seems. Simply tell them, "I would like to help you out, but we are very concerned about security in this residence," and direct them to Student Housing Staff.
- Be especially aware of security during vacation periods when there are fewer people on campus.

SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC/DATING VIOLENCE, STALKING

Sexual assault, sexual harassment, domestic or dating violence and stalking are related phenomena and are referred to in this policy under the general title of relationship violence. However, each has unique characteristics and UW-Marquette chooses to address each in separate sections of this policy in order to enhance understanding and access to resources. As a matter of policy, relationship violence, including all forms of sexual assault, sexual harassment, domestic or dating violence, and stalking, will not be tolerated in the University community. Students experiencing relationship violence or who have questions about their experiences are encouraged to use services provided by the Office of Student Affairs - Counselor.

CAMPUS DISCIPLINARY AND REPORTING PROCEDURES

Reporting Sexual Assault, Domestic/Dating Violence or Stalking

Report any incident of sexual assault, domestic/dating violence, or stalking, even if you are unsure about how to define what happened to you. You may report the incident(s) to your Housing Director, Marinette Police Department and/or the Office of Student Affairs. Feel free to bring a friend with you for support. In criminal cases of sexual assault, domestic/dating violence, and stalking, it is important to consider preserving evidence that may be necessary for the proof of the incident or pattern of incidents.

Options through the Office of Student Affairs may include disciplinary action if the offender is a student and a University policy has been violated. The Office of Student Affairs staff may, if you wish, take steps to contact and to confront an offender without taking further disciplinary action.

Procedures for on-campus disciplinary action are covered in UWS Chapter 17. Copies of the Student Discipline Code are online at www.uwc.edu. All allegations of sexual assault, domestic/dating violence, or stalking will be taken seriously, with careful attention given to the rights and protection of both the accused and the accuser. Any person who believes that any form of relationship violence has occurred may make an inquiry or complaint by utilizing the informal or formal procedures described above.

STORAGE:

Bikes: Bikes may not be stored in your apartment. Bike racks are located outside along the far side of the apartment complex. A general bike storage closet is available inside all units on lower level across from the laundry room.

Motor Vehicles/Mopeds: Motor vehicles and mopeds are not permitted inside any building under any circumstances. There are designated areas for motorcycles and/or mopeds to park along side of the apartment building.

STUDENT HOUSING POLICIES

The following policies have been implemented not only to protect individuals and facilities, but also to insure the housing environment is a welcoming, respectful, safe environment for living, studying, and learning.

Important Information:

- Residents and guests must follow these policies and all federal, state, and local laws.
- UW-Marinette reserves the right to change current policies or adapt additional policies or procedures necessary to promote safe, respectful, and academic environment. Students will get two business days' notice of changes or additions in policies. However, UW-Marinette reserves the right to immediately implement policies or procedures if the safety of individuals or the facilities requires immediate action.

- Upon signing a contract and moving into the Student Housing, you are responsible for knowing and following all the policies (and ensuring your guests follow them) and fees, loss of service, and sanctions associated with violation of any policies.
- Students are responsible for their apartment and any behavior/activities which take place in the apartment—including the behaviors of your guests.
- UW-Marquette believes in shared responsibility. All students in the apartments where a policy is being violated may be held responsible, even if they are not participating. It is your responsibility to report any incidents
- If you have any questions about any policies, please contact your Housing Director or the Senior Student Affairs Coordinator for any clarification.

COMMUNITY BEHAVIORAL STANDARDS

Ensuring the integrity of community behavioral standards is the responsibility of the following persons:

- All residents are responsible for informing other residents of the effect of their behavior upon themselves and the rest of the community.
- The resident who is responsible for a violation of standards is responsible for his/her actions and is to engage in appropriate behavioral changes.
- The Housing Staff is responsible for fair and impartial enforcement of standards and regulations for all members of the community and to report promptly and accurately all alleged violations.
- The Housing Director or University Official is responsible for prompt investigation and fair and impartial conferences to resolve complaints, to provide appropriate sanctions, and to supervise staff to ensure that standards and regulations are appropriately and fairly enforced.
- The Assistant Campus Dean for Student Affairs, or their designee, is responsible for the operation of the student conduct process, assisting in training staff and students in their rights and responsibilities as part of the student conduct process, and assisting with holding staff and students accountable for their actions in this area.

RESPONSIBILITY FOR HOUSING AND UNIVERSITY POLICIES

Individuals/groups who fail to comply with and/or violate local, state, and federal laws; University policies found in the *Student Discipline Code*, and/ or policies found in the *Community Rights and Responsibilities Handbook* may find themselves subject to University discipline. Any legal action resulting from these incidents is a separate process.

Students are responsible for their room/apartment and any activities that occur therein, including the behavior of their guests. The assigned resident(s) do not need to be present, actively involved, or even aware that an incident has taken place involving their guests to be considered responsible for that incident.

All students in a room/apartment or area where a policy is being violated can be held responsible for behavior or objects in the area, even if they are not engaging in specific behaviors; therefore, the student should immediately leave and report the incident.

Public postings or displays of information pertaining to and/ or in direct violation of University Policy are subject to disciplinary action. This includes, but is not limited to, all social media, websites, Facebook, MySpace, blogs, online messaging, and other sources on or offline. The Office of Student Affairs is not actively monitoring such mediums but may use this information if it is brought to a University staff member's attention.

The Housing Director may from time to time violate certain policies in the performance of their duties, such as violating the noise policy while confronting a person/apartment, etc.

The policies and procedures of Student Housing are stated in the following section. Each person is responsible for knowing these policies/procedures and adhering to them at all times.

Changes in Policies and Procedures

The Office of Student Affairs reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. The Office of Student Affairs will make every attempt to communicate changes to those affected in a timely manner.

Policies and Procedures Regarding Student Behavior and Conduct

Upon signing a Housing Contract and moving into Student Housing, you are responsible for the following policies and guidelines.

ALCOHOL POLICY:

Consumption of alcohol in the UW-Marinette Student Housing Units or on any grounds adjacent to UW-Marinette, regardless of age, is strictly prohibited. This includes residents of legal drinking age, guests, parents and other family members. UW-Marinette staff will enforce this policy. Marinette Police Department will be called to respond to alcohol violations with underage individuals. UW-Marinette Student Housing reserves the right to dismiss a resident from housing for repeat alcohol violations.

- Alcoholic Beverage: Any beverage which contains even a small amount of alcohol, "Near Beer" and "Near Wine" are considered alcoholic beverages.
- Beer Bongs: Students are prohibited from possessing any device, even as a decoration, designed either professionally or through manipulation, to consume large quantities of alcohol. These items will be confiscated by Housing Staff.
- Common Containers: Kegs, barrels, party balls, or other large containers which hold alcohol are not permitted.
- Distribution: Distribution of alcohol in any method to a person who is not of legal drinking age is not permitted.
- Empty Containers: No alcohol containers are allowed in the hall, including but not limited to, empty bottles, cans, cases, boxes, bottle caps, wine corks, and items used for decoration such as a bottle with highlighter fluid in it, a can serving as a bank, or a beer bottle with sand in it.
- Irresponsible Drinking: UW-Marinette Student Housing does not condone drinking to excess, whether a person is of age or not. Alcohol is not allowed in UW-Marinette Student Housing, however, when off campus, students who are underage are

expected to follow state laws and those who are of age are expected to drink responsibly. Any resident who returns to UW-Marquette Student Housing under the influence of alcohol and causes a disruption, regardless of age, is in violation of the alcohol policy. Some behaviors include, but are not limited to: loud or destructive behavior, inability to control bodily functions such as vomiting, urinating, defecating, incapacitation, vandalism, threatening behavior, and violence.

- Shared Responsibility: All students present or assigned to an apartment where the alcohol policy is being violated may be held accountable for violations of the alcohol policy whether they were participating in the behavior or not.

COMMON AREA DAMAGE POLICY:

All of the Student Housing apartments have common areas. These would include: laundry room, entry way, stairway, areas immediately outside of the building and parking lot. Students are responsible for their living environment. Any damages or extra cleaning required in common areas will result in a charge to students. If a person responsible can be determined, they will receive the charge. If not, the charge will be split amongst the students in the building, quad or apartment.

MAINTENANCE REQUEST FORMS

See Maintenance Request Forms provided

These forms are available to residents to fill out when they encounter anything in their building that needs to be repaired or replaced.

MEDICAL WASTE: See your HD for removal of medical waste.

TRASH DISPOSAL: Residents are to dispose of trash in large receptacles located outside the building. Residents should use the following precautions when disposing of trash and should not dispose of:

- Ignited or highly flammable materials.
- Medical waste in the trash receptacles.
- Trash left in hallways and common areas may be subject to charges.

DISORDERLY CONDUCT POLICY:

Abuse of the Judicial System: Abuse of the Judicial System includes but is not limited to:

- Falsification, distortion, or misrepresentation of information before a hearing officer.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Attempts to discourage an individual's proper participation in, or use of, the judicial system.
- Attempts to influence the impartiality of hearing officer prior to, and/or during the course of the proceedings. Harassment (verbal, written, or physical) and/or intimidation of a hearing officer prior to, during, and/ or after a judicial proceeding.

Access Panels: Opening, tampering with or otherwise manipulating access panels, fuse boxes, electrical closets, Attic access and pipe chases, etc., is strictly prohibited.

Apartment Furniture: Removal of student room furniture that belongs to the University is not permitted. University furniture must remain in student apartments at all times and may not be stored (even temporarily). Furniture from one apartment is not allowed to be stored in another

apartment. The moving of such furniture will result in a per day charge for each day the furniture is not in its original location.

Assault: Acts of or verbal threats of physical violence will not be tolerated. Students involved in such behavior may face disciplinary action that may result in removal from all Student Housing and/or suspension/expulsion.

Bias Incident: Behavior motivated by bias against an individual's actual or perceived race, ethnicity, religion, disability, sexual orientation, or gender is prohibited. Examples would include bigoted name-calling or graffiti. No person shall behave toward another person in a manner that creates an intimidating, hostile, or demeaning environment. A bias incident that has risen to the level of a violation of criminal statute would be considered a hate crime.

Deposit of Human Waste Products: No person may urinate, defecate, vomit, spit, or deposit human waste products anywhere on University property other than in a toilet or urinal.

Disruptive Behavior: It is an expectation that students cooperate with one another, guests, Housing Staff, and other University Officials. A student shall not interfere with, annoy, disturb, or distract any other student, guest, or staff member of the University by means of noise, abusive language, or any other nuisance. Students who verbally abuse, provide false information or identification to, or fail to cooperate with University Officials (including, but not limited to, Housing Directors, Housing Staff and Student Affairs Staff) acting in the performance of their duties will face disciplinary action.

Doors: Propping open any apartment entry door intended to remain closed and/or locked for safety and security reasons, including fire safety, is prohibited. Main entry doors may be propped open with the permission of the Housing Director during move-in/move-out periods. Main entrance doors will automatically lock when shut.

Eavesdropping: Eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, cameras, camera phones, magnifying optics, etc., is prohibited.

Exiting Alarmed Doors/Emergency Exits: Using these doors other than in emergency situations is not permitted.

Failure to Comply With or Complete Disciplinary Sanctions: Failure to comply with or complete disciplinary sanctions will result in further disciplinary action.

Failure to Cooperate with Staff: It is the expectation that every resident and/or guest cooperate with staff while in Student Housing at UW-Marquette. It is the expectation that the resident(s) of the apartment and guests(s) open the door and present ID and identify themselves when University staff requests/confronts the room in the performance of their duties. Furthermore, use of inappropriate language and/or verbal harassment toward Staff while in performance of their duties is considered non-cooperation and may result in further disciplinary action above and beyond the normal sanctions for the policy violation.

Filming and/or Videotaping: Students may not be filmed or videotaped in any manner unless the student has given written consent to appear in said medium. This includes using such

devices as digital video cameras and cell phones with video capability. Any commercial or public use of unauthorized student images is strictly prohibited. For safety reasons, the University may have security cameras installed in public/common areas.

Gambling: Gambling activities are prohibited within all University Housing.

Harassment:

Sexual: The introduction of unwanted gender-based verbal, written, or physical conduct into the work, learning, or living environments on the University campus will not be tolerated and is strictly prohibited. Students involved in such behavior may face disciplinary action that may result in removal from all Student Housing and suspension/expulsion.

Verbal/physical: Striking, shoving, kicking or otherwise subjecting another person to physical contact or attempting or threatening to do the same with the intent to harass or intimidate that person. This also includes engaging in a course of conduct or repeatedly committing acts which harass or intimidate another person, which serve no legitimate purpose, and which are intended to harass or intimidate another person.

Hate Crimes: Behavior motivated by bias against an individual's actual or perceived race, ethnicity, religion, disability, sexual orientation, or gender is prohibited. Examples include: property damage, personal injury, or other illegal conduct. Students involved in such behavior may face disciplinary action that may result in removal from all Student Housing and/or suspension/ expulsion from the University.

Illegal Activity and/or Law Violations: To violate any local, state, federal law or University policy within Student Housing is prohibited.

Indecent Exposure and/or Behavior: "Streaking," " mooning," " flashing," or any other sexual act or display in a public/common area is strictly prohibited.

Offensive Materials: While residents are allowed to post materials in their room/apartment, this should not expand to the door frame or surrounding walls. Harassing or demeaning materials should not be posted to the outside of the door or in windows facing outwards for others to see.

Relationship Violence: Includes all forms of sexual assault, sexual harassment, domestic or dating violence, and stalking, will not be tolerated in the University community (See "Information regarding Health, Safety and Security" for further information).

Roof and/or Building Access: Climbing into, out of, or on University buildings (including roofs) is strictly prohibited. Should sports equipment, such as Frisbees or balls, become lost on the roof, please let the Housing Director know; do not try to retrieve it yourself.

Room Entry/ Search and Seizure: Students residing in Student Housing are afforded the same Fourth Amendment rights pertaining to search and seizure as any renter or homeowner. Law enforcement officials must follow due process as specified by law in the areas of search, seizure, and arrest. UW-Marquette, as landlord, retains the right to enter student apartments/rooms for maintenance, fire safety, personal welfare and comfort or safety of fellow residents (i.e., turn off an alarm, close a window, etc.). Maintenance requests by students or staff shall be considered permission to enter and no notification of entry will be

given. In addition, Housing Staff members will do a security check of each apartment each semester.

Please recognize that when a student's safety is in question, University Staff will enter a room. If students choose not to open their door for a University Staff member or University Official, the staff member must further assess the seriousness of the situation, possibly involving the Police. If there is believed to be a safety concern or potential harm to the residents or apartment complex, University Staff reserves the right to enter the apartment.

Sexual Assault: Sexual contact or intercourse without a person's permission/consent is against the law and undermines the safety, security, and dignity of all members of the University community. Students involved in such behavior may face disciplinary action that may result in removal from all Student Housing and suspension.

Solicitation: Student Housing subscribes to the "bedroom door" policy. This means that canvassers are not allowed to enter apartment common areas. This includes putting notices under residents' doors or posting signs on the common area hallways. Student Government Leaders and Housing Staff are exempt from this policy when advertising and recruiting participants for programs.

Political candidates are allowed to serve as guest speakers at meetings or participate in Housing Programs when coordinated through the Housing Staff. Otherwise, political solicitation can only occur outside of Student Housing and cannot interfere with the flow of traffic in and out of the building. Additionally, any political mailing must have an address of the person and postage on it for it to be placed in a student's mailbox.

Theft and/or Attempted Theft: No person may intentionally take, retain, or use another individual's property without his/her consent. Removal of University owned furniture is prohibited and is treated as theft. The University is not responsible for personal property lost, stolen, or damaged. Large sums of money or other valuables should be kept in a secure location within your room. The best guard against property loss is to always keep your apartment door locked. In the event that property is lost or stolen, notify Housing Staff immediately. Students should secure renters insurance for their personal property; many students find that their belongings are covered by parents'/ guardians' homeowner insurance policies.

Throwing Objects Out Windows: Throwing, dropping, or disposing of any object or liquid out of windows or down stairwells is prohibited.

Trespassing: Apartments are open to residents and invited guests only. Any other person found in Student Housing is subject to prosecution for trespassing. The Office of Student Affairs may make exceptions for individuals needed for the day to day operation of the halls, including but not limited to other Housing Staff, maintenance personnel, etc.

Persons who are restricted from entering a particular apartment or apartment complex cannot enter these buildings at any time. Being present in these buildings will be treated as an act of trespassing and Police will be contacted.

Unauthorized Early Move-in: Students are not allowed to move in prior to the official opening day and time unless they have received prior permission from the Senior Student Affairs Coordinator. Students who move in early without permission will face disciplinary sanctions.

Unauthorized Presence: It is not permitted for any person to enter an apartment without the permission of the resident(s).

Vandalism: Students who vandalize property on University premises will face disciplinary action and restitution costs. This includes, but is not limited to damaging bulletin boards, water/food fights, tampering with washing machines, in order to avoid paying for services.

Video Copyright Law: Students who wish to view copyright material must comply with federal copyright regulations. Rental and purchased videos cannot be viewed (even by just one person) in public areas unless a license is secured. A video rental only gives you the right to view the movie in your own apartment.

Violent Behavior: Any behavior that jeopardizes the safety of oneself or another individual is prohibited and will result in significant disciplinary action.

Weapons: Possession and/or use of firearms (guns) or any other dangerous weapons are prohibited. This includes martial arts equipment, bullets, knives, stun guns, paint-ball guns, air-soft guns, and any article or substance that could be used as a weapon. Note that "facsimile weapons" are not allowed in Student Housing. This would include any replica, toy, or other object that bears a reasonable resemblance to, or that reasonably can be perceived to be an actual weapon.

DRUG POLICY:

Use and/or Possession of Drugs: The use, possession, sale, giving, or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited on University Property and in all University Housing.

Paraphernalia (Homemade or Manufactured/Retail): No person may use or possess with the primary intent to use drug paraphernalia. Examples include (but are not limited to) "bongs", pipes, scales, rolling papers, "roach clips", and blow tubes.

Shared Responsibility: All students in a room/apartment or common area where the drug policy is being violated will be held responsible for behavior or objects in the area, even if they are not engaging in drug use or possession of paraphernalia. Therefore, if a student remains in a room where drug use is taking place, but not possessing or engaging in drug use him or herself, the student should immediately confront the behavior and/or leave and report the incident. It is a student's responsibility to be aware of what is occurring in the room.

GUEST/VISITATION POLICY:

Student Housing Staff encourages students to have guests and to socialize; however, we have a guest policy in place to ensure students have a quiet place to complete their educational responsibilities for classes. All guest situations need to be agreed upon by all roommates.

A guest is defined as any person visiting an apartment (i.e. friends, family members, etc.), but not staying overnight. **This includes other residents.** If roommates agree, verbally or through a written roommate agreement, students may have visitors of either gender 24 hours/day. Make sure guests are parking in proper guest parking spaces (see Parking Information Sheet or speak with a member of the Student Housing Staff).

An overnight guest is a person staying in the apartment past quiet hours. If roommates agree, verbally or through a written roommate agreement, students may have overnight guests of either gender. An overnight guest can stay no more than three consecutive nights and no more than 10 nights in a month. A resident can have no more than one overnight guest at a time, unless special permission is given by the Housing Staff. All overnight guests must also have their vehicles registered with Housing Staff and park in the proper guest parking spaces (see Parking Information Sheet or speak with a member of the Student Housing Staff). **The reason we require overnight guests to register with a staff member is strictly for safety reasons. Our staff needs to know who is in what apartment in case of an emergency.**

Guest:

- Defined as any person visiting.
- The host is responsible for all actions of their guests.

Overnight guest:

- An overnight is defined as any person who stays past quiet hours.
- Must be registered with the Housing Staff
- An overnight guest can stay no more than 3 consecutive nights and no more than 10 nights in a month.
- Any guest that is younger than 16 years old are required to have consent of a parent or guardian.
- The host is responsible for all actions of their overnight guests.

All guests and overnight guests 16 years or older must have a picture ID with them at all times while in Student Housing.

Shared Responsibility: Students who reside in Student Housing are ultimately responsible for the behavior and actions of their guest. It is in the student's best interest to inform guests of Housing and University policies. Guests are expected to abide by Housing and University policies and may be asked to leave immediately if they are violating Housing or University policies.

Parking: All guests should park in the proper guest spots by Student Housing or in the closest lots to housing across the street in the Field House parking lot. All overnight guests should check in with the Housing Staff upon arrival. Any overnight guest will be required to fill out a Vehicle Registration Form. They will be given instructions to park in a visitor spot in the Housing Lot or to park in the Field House parking lot and given a parking permit.

KEY POLICY:

All student housing keys are the property of UW-Marquette.

Duplication: No person may duplicate a University key or request the unauthorized duplication of a University key.

Lost/Misplaced: In the event a key is temporarily misplaced (i.e., locked in apartment), a student can ask the Housing Staff to be let into their apartment. A lock change will be made when the key is reported lost or stolen, a key is missing for one week or a request to be let into an apartment happens 4 times. Students are responsible for any charges associated with a lock change and/or replacement of keys

Improper Use/Tampering with Locks: No person shall replace without permission, damage, tamper with, or vandalize any University lock or security device. If an apartment lock becomes damaged, it is the responsibility of the resident(s) to complete a Work Order to have it fixed.

Distribution of Keys: No person may lend another individual (including other residents and guests) their University keys for any reason. No person may possess another individual's keys, nor possess an unauthorized key. Keys in the possession of unauthorized persons may be confiscated by University Staff. If you find a key, please turn it in to Housing Director.

NOISE POLICY:

The realities of community living dictate that individuals respect community needs for the moderation of noise. The Office of Student Affairs encourages students to confront one another when noise is infringing on their right to an environment conducive to sleep and studying. Housing Staff may confront individuals at any time for noise violations, even when no specific complaint has been issued, in order to preserve academic communities within the Housing environment. Continued violations of the noise policy may result in a member of Housing Director reserving the right to have stereos, TVs or computer equipment removed from the apartment.

Definition of Terms:

- **Courtesy Hours**: Exist 24 hours per day, seven days a week, and imply that the noise should always be kept at a moderate or low level. If anyone asks you to be quiet or turn down your music, you must comply at any hour of the day.
- **Quiet Hours**: During quiet hours, noise should not be heard in common entry area of each apartment complex. This policy includes the slamming of doors, in addition to general noise and voices.

Quiet Hours:

Sunday – Thursday 11 p.m. to 7 a.m. next morning

Friday & Saturday 12 (Midnight) to 10 a.m. next morning

If residents wish to have more restrictive quiet hours they must submit a request to the HD.

During the week (Sunday – Thursday, quiet hours may start no later than 11 p.m. and on the weekend (Friday and Saturday nights), quiet hours may start no later than midnight.

For health, safety and emergency reasons, custodial, maintenance, emergency personnel, and other University Officials may be unable to abide by quiet hours noise standards.

Finals Week Quiet Hours:

Quiet Hours will be in effect 24hrs except from 4 – 7 p.m. starting the Sunday of finals week (Fall and Spring). This allows residents a quieter atmosphere for studying.

Noise Outside Student Housing: As noise outside Student Housing at times affects students' abilities to sleep or study, noise outside the hall should be kept to a minimum. Housing Staff or

Police may confront you if you are talking loudly outside the building, yelling out or up to windows, or disturbing residents of the complex.

Excessive Bass: As a means of noise prevention, the use of bass must be closely monitored due to the vibration that it causes in an apartment environment.

Musical Instruments: There are rooms for students to practice music instruments in the Theatre Building on campus. Students who need to practice in their apartments are still required to abide by Courtesy and Quiet Hours Policies.

Sound Amplifying Equipment: No students may face their speakers out the window to be heard outside their apartment. Those students engaging in this behavior may be required to remove their speakers. All University Housing students need to abide by the stated Courtesy and Quiet Hours Policies in regard to sound amplifying equipment.

Shared Responsibility: All students in an apartment or area where the Noise Policy is being violated will be held responsible for the behavior, even if they themselves are not being loud. Therefore, if a student is in a room where others are violating the Noise Policy, the student should immediately confront the behavior, and/or leave and report the incident.

PARKING POLICY:

Each apartment is given an assigned parking spot adjacent to the Student Housing facility. One spot per apartment is designated so residents will need to determine who parks there. All other vehicles will need to park across University Drive in the parking lot near the University Field House. It is here visitor parking spots are available. Anyone wishing to obtain a Visitor Parking Permit will need to see a member of the housing staff.

Winter Parking: All residents are responsible for watching the weather as we getting closer to Snow Season. Housing Staff will make every effort to remind students when the time is near. When it snows, all cars in the Student Housing lot need to be moved over to the Field House parking lot by 10:00am the next morning. This will give the maintenance department enough time to plow out the housing lot for easier parking and safer walk-ways for students. **All cars that are not moved will be ticketed and/or towed at the owner's expense.**

PET POLICY:

For reasons of health and sanitation, all pets other than fish are prohibited in Student Housing. For safety reasons, fish tanks are limited to 10 gallons. (Any exceptions to this size limitation must be cleared through the Senior Student Affairs Coordinator). During breaks, if you are leaving for a long period of time, please make alternate plans for the care of your fish if you will not be able to return to your room to feed your fish. Please note that University Staff will not be able to care for fish over break periods. We reserve the right to restrict residents from having fish if the cleanliness of the tank is not maintained. Pets belonging to visiting guests will not be permitted in Student Housing. Persons requiring the assistance of certified service animals should make arrangements through the Office of Student Affairs.

RECREATIONAL EQUIPMENT POLICY:

Martial Arts Equipment: Students, who wish to use and/or possess martial arts equipment in Student Housing, must follow the following guidelines:

- Students qualify to possess martial arts equipment in their apartment if they are currently studying martial arts and/or have achieved a master level in the art.
- Practice with the equipment may only occur in areas approved by the University. Contact your HD to identify a potential location.
- All students wishing to use martial arts equipment must complete the "UW-Marquette Student Housing Martial Arts Equipment Registration Form," available from your HD. This must occur before having the equipment in the apartment complex.
- Students may only use wooden or foam padded equipment. Any type of bladed equipment is prohibited. If the equipment is of an unusual design or may pose a unique safety concern, it should be cleared with the Senior Student Affairs Coordinator by means of physical inspection.
- Only the owner of the equipment is permitted to handle or use it.
- All equipment must be properly stored in the resident's room unless being transported.
- Use of any equipment and any resulting damage is the sole responsibility of the person who filed the registration form. Any damage to University property will be assessed to the student. The Office of Student Affairs will not be held responsible for any damages or cost associated with those damages.

Skateboards and/or Inline Skates: Because of potential damage to floors and carpets, no person may skate board, inline skate, ride bikes or scooters or any similar wheeled device within Student Housing.

Sports in Building: The throwing of any object or use of any sporting equipment inside Student Housing (student room, outer living area in apartments or common area) is strictly forbidden for the safety of our students and facility. Sporting equipment includes (but is not limited to) basketballs, baseballs, footballs, golf balls/clubs, tennis balls, "hacky-sacks," Frisbees, and water guns. This also includes running or wrestling in the apartment (student room, outer living area or common area).

SAFETY POLICY:

Appliances: For reasons of fire safety, limited electrical capacity, the risk of leaving items unattended, energy conservation, and to minimize bug, rodent and other health/safety problems, appliance restrictions exist. All cooking appliances should remain in kitchen areas. Residents should unplug any appliance that is not in use. The use of multiple plugs and ANY extension cords are prohibited, as these items are extreme fire hazards. An extension cord may only be used for temporary, short-term use, such as plugging in a drill. It is recommended that residents use Power strips with a surge protector or fuse on it. Only one power strip can be used per outlet (You CANNOT plug a power strip into a power strip). We highly encourage the use of appliances such as irons, hair care devices, and coffee makers that come equipped with an automatic shut-off feature.

Not Permitted in Student Housing:

Air Conditioner (except for one provided)

Candles

Candle Warmer/Burners
Ceiling Fan
Refrigerator (except for one provided)
Halogen Lights
Halogen Make-up Mirror
Indoor/Outdoor Grill
Oil Lamp
Potpourri Simmer Pot
Space Heater
Sun Lamp

Candles and/or Incense: As a means of fire prevention, neither candles nor incense may be possessed in student housing for use or decoration. Any exceptions (i.e., religious purposes) to this policy must be obtained in writing from the Senior Student Affairs Coordinator.

Causing a Fire Alarm/Fire Safety Equipment: No person may intentionally cause a false fire alarm, whether by means of a fire alarm system or otherwise. No person may tamper with fire extinguishers and boxes, fire hoses, and other fire safety equipment. Individuals tampering with fire safety equipment will be subject to immediate suspension/expulsion from the University and criminal charges.

Fire: No person may light any fires, including but not limited to burning candles, incense, lanterns, potpourri, or gas/ charcoal cooktops or grills inside or immediately surrounding (within 15 feet) of Student Housing without permission from the Housing Director.

FIRE ALARMS/EVACUATION: All persons must evacuate the building when an alarm sounds. A student not complying with evacuation procedures is subject to disciplinary action. Flammable Liquids: Possession of containers holding fluids, used solely for igniting fires, is prohibited. Fire drills will be held periodically at varying times of the day and night. University Personnel may test fire alarm systems periodically. You will be notified of these tests and residents will not be asked to leave their apartment during these tests. If you find any malfunctioning fire equipment, report it to your Housing Director.

If you discover or suspect a fire, sound the building fire alarm and leave the building by the nearest exit. Call the fire department by dialing 911. Give as much information as possible to the fire dispatcher. Do not hang up until told to do so. Do not attempt to rescue others unless you can do so safely. When you have been alerted by shouted warnings, the alarm, or the sensation of smoke or fire:

- Keep low to the floor if there is smoke in the room.
- Feel the metal doorknob with the back of your hand before opening any doors. If it is hot, do not open the door. If it is not, brace yourself against the door, open it slightly, but if heat or heavy smoke is present, close the door and stay in the room.
- Seal up the cracks around the door using sheets, pieces of clothing, or whatever is handy if you cannot leave the room. Then hang an object out the window (example: bed sheet, jacket, or shirt) to attract the fire department's attention. If there is a phone in the room, call the fire department (911) and report that you are trapped. Be sure to give your apartment number and location.
- Close all doors as you exit.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat or smoke, go to another exit.

- If you enter a stairwell and find it blocked below you, go to a higher floor, find a window, and signal for help. Always try to remain calm.
- Never re-enter a building to try to save your personal possessions.

Any persons with special needs are asked to work with their HD to establish an evacuation protocol in case of fire – this also includes temporary disabilities such as a broken leg, etc.

Fire Crackers/Fireworks: No person may possess or use fireworks on University lands. The possession or use of firecrackers, gunpowder, or other materials that endanger health or safety is strictly prohibited. Students found in possession of fireworks and/or explosives are subject to criminal prosecution and/or University disciplinary action, including suspension or expulsion.

Missing Student Notification: The 2008 Higher Education Opportunities Act states in section 488:

Missing Student Notification

Requires institutions that have on-campus student housing to establish and implement a “missing student notification policy for students who reside in on-campus housing” that:

- Informs each student about and provides students the option of designating an emergency contact
- Provides students a means to “register confidential contact information”
- Requires disclosure to students who are under age 18 that the institution is required to notify parent or guardian if the student is deemed missing
- Requires the institution to implement emergency notification procedures when students have been deemed missing
- Requires activating “official notification procedures” when students have been missing for more than 24 hours by:
 - ✓ Notifying law enforcement
 - ✓ Notifying parent/guardian of students who are under 18
 - ✓ Notifying emergency contact of students who are over 18

As a result, Student Affairs has created the following:

The Office of Student Affairs will notify authorities when a Student Housing student has been deemed missing. Those notified include Police for all individuals, and either the parent/guardian for residents under 18 OR the emergency contact of students who are over the age of 18. Emergency contact information will be obtained from the information residents provide on the registration cards.

Any time a student believes a resident may be a threat to them self or others, the student should contact Police immediately. If the student wants to report that a student is missing, that student can either contact the police directly, contact the Housing Director, or the Office of Student Affairs.

Room Safety:

Construction and Decorations:

- Construction or decoration not in compliance with State of Wisconsin Building Codes shall not be permitted. For example, paneling and/or carpeting of walls and ceiling and rewiring lights and wall sockets are prohibited. The construction of decks or platforms in student rooms is strictly prohibited.
- Students are not allowed to put nails in the apartment walls. Students are encouraged to use Sticky Tack, 3M products or blue painters tape
- Large amounts of burnable material should not be kept in an apartment. The use of lumber for shelving and lofts should be kept to a minimum. A significant amount of burnable material should not separate the exit door of the room.

- Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room (or entrance into a room) shall not be permitted. No obstacle should prevent a door from opening wide. The arrangement of room furnishings should not require residents, guests, and/or visitors to climb over or circumvent an obstacle in order to enter or exit the room.
- The arrangement of room furnishings should not hinder maintenance staff from performing necessary repairs or maintenance. Areas needing maintenance must have a minimum clearance of 24 inches, floor to ceiling. These areas include but are not limited to: windows, heat convectors, and thermostats.
- The total electrical requirements added to accommodate decorations, lighting, and appliances should not exceed that which can be provided by one power strip. Use of multiple socket plugs, extension cords run under carpeting, and direct splicing in the electrical outlet is prohibited. The use of "power strips" with a built-in circuit breaker is recommended to provide additional outlets, however a power strip cannot be plugged into another power strip to provide additional outlets.
- Cords should not be taped across the carpet.
- Cords should run along the wall but not across the entry way to the room.
- Fish netting, parachutes, door beads, posters, cloth, paper, or other highly combustible material may not be hung or draped across the ceiling, overhead structures, or in front of the doorway entrance.
- No natural vegetation of a combustible nature will be permitted in student rooms. For example, live trees, branches, and log and birch bark are not permitted in student rooms. Regular house plants are permitted. The use of live trees at Christmas is prohibited. Small artificial trees may be used, but must be flameproof. Caution should be taken in using lights on window frames and metallic trees due to potential for electric shock present in such cases.
- Holiday decorations must be removed/taken down before leaving for semester break.
- Lights must be UL (Underwriters Laboratory) approved and used with proper power strips.
- Materials used to decorate doors should be fire resistant. Be certain that all materials used to decorate doors and windows can be easily removed. The use of Blue Painters Tape is the best adhesive that will not cause permanent damage. Only appropriate door decorations will be permitted and they should not extend beyond the door onto the walls, floor, or ceiling outside of the room.
- Students are responsible for doing regular cleaning of their apartments, reporting any damage that may have occurred and keeping their personal belongings in a cleanly manner. This will ensure areas maintenance issues are taken care of in a timely fashion and areas are easily accessible. Also, all students live in a "Community" and no one wants to smell trash that needs to be taken out immediately.
- Students may not allow others to climb up or down from your balcony (for upper apartments) or enter your apartment through a window (for lower apartments). In case of an emergency or fire this would be permitted.

Furniture:

- Waterbeds and "kiddy pools" are prohibited.
- University furniture must remain in student rooms at all times and may not be stored (even temporarily) in hallways, or storage rooms.
- Removal of University furniture is prohibited and an appropriate fee will be assessed.

Screens and/or Windows:

- Screens and windows in Student Housing may not be removed for any reason unless special permission is granted. A fee will be assessed for proper replacement by

maintenance staff. Throwing, dumping, hanging, or projecting any object or liquid out of a window is strictly prohibited. This also includes improper use of a window to enter/exit a residence hall or hanging any part of the body out of a window.

Smoke Detectors: No person may interfere and/or tamper with, unplug, or remove any smoke detector without proper authorization.

Smoking: All Student Housing is smoke-free. No person may smoke in any area of Student Housing. When smoking outside the building, all persons must remain at least 25 feet away from the building (Wisconsin State Statute, May 2004), or be subject to disciplinary action and/or possible state fine. Because they omit fumes, E-Cigs also fall under this policy as well.

Smudging: In some cultures, a ceremony called "smudging" is held to cleanse an individual or that individual's surroundings of bad feelings, negative thoughts, bad spirits, or negative energy. The UW-Marquette has a policy stating that smoking is not allowed within 25 feet of Housing, and the State Fire Marshal of Wisconsin has stated that smudging is not allowed in Student Housing. However, as an option to support and acknowledge religious freedom and until a more private solution can be established, we will allow smudging to occur outside the halls and within the 25 foot smoking distance. A ceremony for personal use must occur there. For permission to perform smudging, contact the Senior Student Affairs Coordinator.

Tornado Procedures: The City of Marinette tests the tornado warning siren at 4 p.m. on Friday afternoons (March through October). During siren testing residents will not be asked to leave their apartments. Some danger signs of a tornado are: severe thunderstorms with frequent lightning, heavy rain, hail, strong winds, or power failure; roaring noises; and funnel cloud(s). The City of Marinette is located in Marinette County.

Tornado Watch

- Conditions are favorable for the development of a tornado.
- The local National Weather Service will issue a watch bulletin to the local authorities as well as the local media (TV networks and radio stations).

Tornado Warning

- A tornado has been sighted or detected by radar and may be approaching.
- City warning sirens will sound in a steady tone. When a warning has been issued, students should seek shelter immediately in the lower levels of the building, an internal hallway or a bathroom without windows. Staff may assist in guiding students to safe locations within the building.

STUDENT CONDUCT DISCIPLINARY PROCESS AND PROCEDURES

The Office of Student Affairs student conduct process is based on a philosophy where primary emphasis is placed on an educational and developmental system that is a part of the teaching process and educational mission of the University. The educational and developmental focus is on outcomes where a student acknowledges his/her responsibility for their behavior and how it affects the Housing Community. Furthermore, an increased understanding of self and others and an emphasis on a positive change, as appropriate, has the strongest potential for educational impact.

The student conduct process is not analogous to, is not equivalent to, and does not conform to, criminal law processes. This process is designed, in part, to determine responsibility, or lack thereof, for nonacademic misconduct/ violations of Housing and/or University policies – not guilt or innocence relative to criminal matters. The student conduct process shall be informal in nature so as to provide fair proceedings, educational and developmental outcomes, and it shall not be bound by legal jargon, court– like proceedings, or legal definitions. The technical rules of evidence applicable in civil and criminal cases do not apply.

Student conduct matters that are initiated in Student Housing will work from the *Community Rights and Responsibilities Handbook* (and is a contractual matter). Student conduct matters initiated outside of housing or its immediate property work from the *Student Discipline Code*. The Office of Student Affairs may address conduct that has occurred on campus, and off– campus conduct detrimental to the institution, including but not limited to University–related activities. Therefore, all students should be familiar with both documents, as they contain important information and a student conduct matter could be handled through both processes simultaneously.

E-mail is considered an official method for communicating with UW-Marinette students because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. The University expects that e-mail communications will be received and read by students in a timely fashion. Students are responsible for the consequences of not reading, in a timely fashion, University-related communications sent to their official UW-Marinette student e-mail account. All conduct correspondence will be conducted via the student’s official UW-Marinette e-mail account. Delivery of any additional documentation between Student Affairs and the student regarding student conduct issues may be delivered either in person or through the student’s campus mailbox. It is the responsibility of the student to check his/her campus mailbox on a regular/daily basis.

DISCIPLINARY PROCEDURES

When Housing Staff, a resident, or any person observes what they believe is a violation(s) of Housing and/or University Policy occurring in Student Housing, he/she may be asked to complete an Incident Report (IR) describing the alleged violation(s). IRs will be written in a timely manner and given to the HD.

If involved, staff members will identify themselves; communicate what policy/policies have allegedly been violated (when possible), ensure that inappropriate behavior has ceased, and request identification from all participants. If you find yourself in this situation, you should remember:

- Don’t panic. The student conduct process is part of the total educational process and is very protective of your rights.
- Always cooperate. Produce your Student ID or another form of photo identification upon request.
- The Housing Staff member is just doing their job and you should assist them by ceasing the alleged inappropriate behavior. You will have an opportunity to discuss this incident with an HD or a University Official. Furthermore, if you do not cooperate with Housing Staff, Marinette Police may be involved to assist with the situation.

The HD then reviews the IR within a timely manner and decides upon appropriate action. If the HD determines violation(s) that warrant a disciplinary conference have allegedly occurred, notification will be given to the student requesting a disciplinary conference with an HD or a University Official. If the HD determines violation(s) that do not warrant a disciplinary

conference have allegedly occurred, the student will receive a warning. After receiving the warning, the student has the right to meet with the HD to discuss the alleged violation(s) in a disciplinary conference. All disciplinary conferences shall be held within a timely manner.

When a student is sent notification requesting a disciplinary conference, the student has two business days of delivery of the notification to schedule the disciplinary conference and should schedule that conference within 5 weekdays of delivery of the notification (unless extenuating circumstances exist that would have prevented the student from doing so). When a student receives notification of a pre-scheduled disciplinary conference, the student must attend the hearing unless the conference conflicts with an official academic commitment or a scheduled work commitment, and must reschedule the conference at least 24 hours before the originally scheduled conference. If a student does not schedule within the timeline or does not attend a scheduled disciplinary conference, the HD or University Official may proceed to make a determination on the basis of the available information. If the student schedules a disciplinary conference but does not show up for it, the student can still request an appeal; however, it cannot be based simply on not attending the disciplinary conference. If, as a result of a disciplinary conference or determination on the basis of the available information, the HD or University Official decides that no violation(s) have occurred, subsequently resulting in no disciplinary sanction(s), the matter will be considered resolved without the necessity for further action. However, proper records will be kept in the student's disciplinary file.

If, as a result of a disciplinary conference or determination on the basis of the available information, the HD or University Official decides that violation(s) have occurred, subsequently resulting in disciplinary sanction(s), one of the following will happen:

- In some instances, students may sign a Behavioral Agreement. If the student decides to accept responsibility for and agrees to the disciplinary sanction(s), a Behavioral Agreement may be signed. When a student signs a Behavioral Agreement, the matter is resolved and it is not appealable, thus regarding the decision as final.
- In most instances, a Decision Letter will be issued to the student. If the student doesn't accept responsibility for and/or cannot agree to the disciplinary sanction(s), simply wishes to protect his/her right to request an appeal, or the student did not schedule/attend a disciplinary conference, he/she may be issued a Decision Letter. When a Decision Letter is issued, the student has the right to request an appeal to the Senior Student Affairs Coordinator or designee.

If the student does not request an appeal within the time line or does not follow proper procedures, the decision made by the HD or University Official shall be regarded as final.

STUDENT DUE PROCESS RIGHTS

In all Student Conduct matters, students have the due process rights to:

- A presumption of innocence unless responsibility can be established by preponderance of evidence.
- Review the written report that describes allegations of nonacademic misconduct.
- Meet with a Housing Director or a University Official to respond to a written report of alleged non-academic misconduct.
- Hear all testimony presented against them.
- Present evidence and witnesses.
- Be notified of the decision resulting from a disciplinary conference.

DISCIPLINARY SANCTIONS

(Including but not limited to:)

Community Service: A written statement that requires performance of a service for housing, University or community.

Confiscation: Confiscation of goods used or possessed in violation of Housing or University policies.

Contract Termination: A written statement which will describe the loss of all housing rights and privileges.

Denial of Privileges: A written restriction of the use of facilities (personal, housing, or University) for a specified period of time.

Reprimand: A written statement that explains the behavior in question is in violation of University Housing or University Policy will not be tolerated, and future violations could result in more severe sanctions (utilized if a disciplinary conference is necessary to be held with the student).

Required Activity: A written statement that requires participation in a specific program or activity that is often educational in nature that includes but is not limited to drug/alcohol education courses, research papers, attending/planning events, etc. Specific activities may require a fee be accessed to a student's account. This fee will need to be paid immediately and may be accessed more than once depending on the activity and the student's completion.

Housing Probation: A written statement that explains housing status is in jeopardy (and possibly University student status), for a specified period of time, not to exceed 24 months.

Housing Relocation: A written statement that requires that the resident move to a different University housing location.

Housing Restriction: A written statement that explains that the resident is restricted from entering a specific Housing location for a period of time. If subsequently removed or relocated from one apartment to another, you will no longer be able to enter the previous apartment.

Restitution: A written statement requiring payment of the costs associated with the repair or replacement of any property damaged or destroyed by the student.

Restorative Justice: A collaborative decision-making process that includes victims, offenders, and others seeking to hold offenders accountable by having offenders accept and acknowledge responsibility for their offenses, repair the harm they caused to victims and communities, work to reduce the risk of recommitting offenses by building positive social ties to the community. The Restorative Justice process includes hosting a dialogue with the offender and harmed parties. The dialogue allows for both, the victim and offender, to tell their stories, identify and repair harms, and restore trust.

It is important to note that referrals are not considered disciplinary sanctions. However, they may be assigned in conjunction with one or more of the above disciplinary sanctions. Therefore, a referral is a condition that may be added or recommended.

When deciding upon an appropriate disciplinary sanction(s), the Housing Director or University Official will examine the amount of responsibility the student has in the particular incident at hand, the student's intent and attitude both during and after the incident, the outcome of the student's actions/behavior, and the student's complete disciplinary file.

If a student fails to comply with or complete any sanction(s) agreed to or resulting from a disciplinary conference once the decision is final, it will be considered a violation of policy and could result in additional disciplinary actions such as (including but not limited to) completion of additional and initial sanctions, referral to the Office of Student Affairs, Senior Student Affairs Coordinator, Assistant Campus Dean for Student Affairs, etc.

EMERGENCY REMOVAL FROM HOUSING

The Assistant Campus Dean for Student Affairs or designee is authorized to impose an emergency, immediate, or temporary removal from Student Housing if it is determined that the student's continued presence in housing would: constitute a potential for serious harm to that specific individual, constitute a potential for serious harm to other members of the apartment, pose a threat of serious disruption of housing-run or housing-authorized activities, or constitute a potential for serious harm to the housing facilities or property. If the Assistant Campus Dean for Student Affairs or designee concludes that one or more of these conditions are present and that an emergency, immediate, or temporary removal from housing is warranted, they shall notify the student in writing of the intent to impose this removal from the University Housing.

Depending on the circumstances of the situation, the Assistant Dean or designee may seek permanent removal from University Housing through an administrative, contractual action or the disciplinary process. A timely conference with the Assistant Dean or designee, and the student will determine any future housing status of the student.

PERMANENT REMOVAL FROM HOUSING

Administrative, Contractual Permanent Removal

A timely conference with the Assistant Campus Dean for Student Affairs or designee will occur after the written notice of temporary removal has been delivered or sent to the student. During the conference, it will be determined if the student will be allowed to return to University Housing. Prior to this conference, the student will provide, in writing, reasons why he/ she should not be administratively, contractually removed from University Housing. The Assistant Campus Dean for Student Affairs or designee's decision to permanently remove the student from Student Housing shall be regarded as final.

DISCIPLINARY PERMANENT REMOVAL

The Assistant Campus Dean for Student Affairs or designee may determine to refer the student for adjudication to the Senior Student Affairs Coordinator through the Community Rights and Responsibilities Handbook or the Student Discipline Code. The student's "emergency,

immediate, or temporary removal" status will remain in effect during the hearing officer's investigation and review.

DISCIPLINARY DEFINITIONS

- "*Appeal*" means a review of a disciplinary conference, including violation(s), disciplinary sanction(s), or both.
- "*Behavioral Agreement*" means a written agreement between the student and Student Affairs and/or the University that outlines the agreed upon disciplinary sanction(s) and is not appealable.
- "*Business Day*" means a day during which the University is open (Monday – Friday).
- "*Decision Letter*" means a written letter from the Housing Director and/or the University to the student stating that nonacademic misconduct occurred, that the student is responsible for the violation(s), the resulting disciplinary sanction(s), and informing him/her of the appeals process.
- "*Assistant Campus Dean for Student Affairs*" means the Assistant Dean or designee.
- "*Senior Student Affairs Coordinator*" means the Senior Student Affairs Coordinator or designee.
- "*Housing Director*" means Housing Director, HD, or designee.
- "*Disciplinary Conference*" means a meeting between the accused student(s) and University representative(s) to discuss alleged nonacademic misconduct.
- "*Disciplinary File*" means the student discipline record maintained by the Housing Director in conjunction with Student Affairs; also referred to as an "educational record" by the University.
- "*Disciplinary Sanctions*" means any action (agreed to by or imposed upon a student) taken in response to nonacademic misconduct.
- "*Incident Report*" means an informational report or a formal documentation of an alleged violation of Student Housing or University policy.
- "*Nonacademic Misconduct*" means conduct that violates policies and procedures not relating to academic performance/conduct but rather student behavior/conduct including but not limited to information contained in the Community Rights and Responsibilities Handbook, the Student Discipline Code and/or the University website; also referred to as a "violation(s)."
- "*Preponderance of Evidence*" means the standard or burden of proof utilized by Student Affairs; means that it is more likely than not that nonacademic misconduct occurred.
- "*Student*" means any resident who has signed a Housing Contract for the period in which the nonacademic misconduct occurred; or any person who is registered for academic classes during the period which the nonacademic misconduct occurred, or between academic periods, for continuing students.

APPEAL PROCESS:

The appeal process is a review of the violation(s), disciplinary sanction(s), or both and must be based one or more of the following:

1. Due Process Violation: A procedural error occurred that significantly impacted the outcome of the hearing.
2. Extenuating Circumstances: New evidence, unavailable during the original hearing, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

3. Disproportionate Sanctions: The sanction(s) imposed are substantially disproportionate to the severity of the violation.

- If a student decided to request an appeal, the individual must submit a "Student Conduct Appeal Request Form." Students can obtain these from their HD or the Office of Student Affairs. All requests for an appeal must be submitted on this form directly to the Senior Student Affairs Coordinator within five business days of delivery of the Decision Letter. If the student schedules a disciplinary conference but does not show up for it or does not schedule a conference the student can still request an appeal; however, it cannot be based simply on not attending the disciplinary conference. Upon receipt of a student's appeal form, the Senior Student Affairs Coordinator will determine if an appeal hearing will be granted.
- If an appeal hearing is not granted, the initial decision is imposed and this decision will be regarded as final.
- If an appeal hearing is granted, a student is not guaranteed a new disciplinary conference. The Senior Student Affairs Coordinator may review the student's disciplinary file (with regards to the specific incident the student is requesting an appeal), conduct meetings with some or all of the individuals involved in the specific situation, and/or conduct an entirely new disciplinary conference. The Senior Student Affairs Coordinator can decide to uphold the initial decision (including violation(s) and disciplinary sanction(s) or modify the decision by adding, deleting, or changing some or all violation(s) and/or disciplinary sanction(s). The decision will be issued to the student in writing (either through a Behavioral Agreement or Decision Letter) and be regarded as final.
- If an appeal hearing is granted due to new evidence, the case may be remanded to the original hearing officer.

In essence, a student is afforded the right to request one appeal per incident and entitled to this appeal request unless that student has signed a Behavioral Agreement. However, the Assistant Campus Dean for Student Affairs may grant a review upon the record and may remand the matter for additional consideration or invoke an appropriate remedy.

DISCIPLINARY PROCEDURES - SUMMARY

Students who have questions about the disciplinary procedures can contact the Housing Director or the Senior Student Affairs Coordinator for clarification and/or further information. For a more complete view of the operation of student conduct, the information contained in the Community Rights and Responsibilities Handbook should be read in conjunction with the Student Discipline Code and the University website. All UW-Marinette students are responsible for the policies and procedures contained in these publications.