

**HOUSING & RESIDENTIAL EDUCATION**  
**GUIDE TO RESIDENCE LIVING**

Dear Resident ,

Welcome to on-campus living at the University of Denver! We are happy you have joined our community for the 2012-2013 academic year. We've created the *Guide to Residence Living* to introduce you to your new home and explain what is expected of you as a member of the DU Residence Hall Community.

The first section highlights the Housing and Residential Education staff, facilities, and services. The second section answers questions you may have about your housing contract and related administrative issues. The last sections describe the policies that govern student behavior in the residence halls, as well as, the conduct process.

Residents are responsible for knowing the content of this document including dates, deadlines, policies, and procedures. Please read the *Guide to Residence Living* carefully and contact Housing and Residential Education at 303-871-2246 if you have any questions. Please also visit our website if you have additional questions or want more information.  
<http://www.du.edu/housing/>

We look forward to having a wonderful year together!

Sincerely,

Housing and Residential Education Staff

## **Housing and Residential Education Mission Statement**

As a department within the Student Life Division, Housing and Residential Education plays an integral role in the education and development of our students. We support the University's mission by providing services, policies, and programs that enhance students' academic performance. In addition, we seek to provide a safe, nurturing, and challenging residential environment that promotes personal growth.

All members of our residential community have the right to study, sleep, pursue individual interests, make friends, and be safe from physical and verbal harassment. Residents possess these rights regardless of gender, gender expression, or gender identity, sexual orientation, race, ethnicity, age, ability, economic status, religion, or culture. We view differences as gifts to be celebrated, not as points of division. At the same time, our residents are expected to be respectful and considerate, and to cooperate with other students, our staff members, and University employees. All residents are stewards of our residential community and are expected to take responsibility for the success of this community.

## **DIVERSITY STATEMENT**

The University of Denver Department of Housing & Residential Education believes that diversity is a core value of our residential communities. As such, we, the students and staff of Housing & Residential Education are committed to pursuing inclusive excellence and social justice through programming, dialogue, and actively embracing our individual and unique identities and differences as well as our commonalities. We support a pluralistic living environment in our residence halls that respects all voices and maintains human dignity through intellectual, social, and emotional growth. We seek to foster the development of engaged global citizens through mutual understanding of race and ethnicity, religions, socio-economic classes, gender identity expressions, sexual orientation, physical and learning abilities, national origins, veteran status, and ages. In this way, Housing & Residential Education respects, promotes, and advocates diversity, because we believe diversity lived is diversity learned.

## **SUSTAINABILITY VISION STATEMENT**

We, the students, staff, and community members of the Housing and Residential Education Department of the University of Denver, recognize the **critical importance** of sustainability. We commit to **environmental, social, and economic sustainability** by pledging to "meet the needs of the present generation without compromising the ability of future generations to meet their needs" (Brundtland, 1987).

We, as **agents of change**, will reduce our environmental impact through **activism, empowerment, collaboration, and educational programming**. In doing so, we view **equality, diversity, and social justice** as essential components of sustainability. We will work to engage all residents and staff to actively participate in sustainable practices to be **leaders in stewardship as global citizens serving the public good**.

## **Housing and Residential Education Building Staff**

### **Resident Assistant (RA)**

You will get to know your Resident Assistant and other RAs very well. RAs help to build community by planning and implementing great programs and activities, and also by maintaining a positive environment for all residents. RAs are available when you need to talk to someone and know the people who can help you when you have questions and concerns. RAs will assist you in asserting your rights within the hall (especially your right to study and sleep) and acts as a liaison between you and the administration. Your RA can help you with maintenance requests, housing information, or problems that arise during the year. Though RAs are available as much as possible, they are students first and need time for themselves. If you are unable to reach an RA, leave a note on their door or contact the front desk of your residence hall.

### **Desk Assistants (DA)**

Desk Assistants are the first people you'll see when you enter Centennial Halls, Johnson-McFarlane, Nelson, Nagel, or Centennial Towers. Staffing the desk 24 hours a day, DAs are a resource for students in the buildings. They assist with information, check out supplies, and can answer questions when you need help. All of the halls will be interviewing for DA staff during the first week the residence halls open. If you are interested in working as a DA, inquire at your building's front desk.

### **Desk Manager (DM)**

The 24-hour services at the front desks of Centennial Halls, Johnson-McFarlane, Nelson, Nagel, and Centennial Towers are coordinated and maintained by the Desk Managers. These full-time students with residence life experience serve as resource persons and members of the hall staff. Questions regarding front desk operations should be directed to the DM.

### **Graduate Resident Director (GRD)/Resident Director (RD)**

Each residence hall has a full-time, professional live-in Resident Director who has a master's degree and Graduate Resident Director(s) who are a live-in graduate students studying higher education/student development. The GRDs and RDs manage and supervise the day-to-day

operations of their specific residence halls. These staff members work closely with the student staff in programming, peer counseling, discipline, administration, and community development.

## **Maintenance and Custodial Staff**

The maintenance and custodial staff work to provide a functional and pleasant environment. Maintenance staff members work with Housing and Residential Education staff to keep the residence hall in working order. Custodial staff members help keep the common areas clean and pleasant. If facilities are damaged or excessively dirty from student abuse, students may be charged during check-out time. If you have a problem or concern with your room or a common area, fill out an online maintenance or custodial work order at [www.du.edu/housing/resources/workorder.html](http://www.du.edu/housing/resources/workorder.html). or alert a staff member of the issue. Problems identified and solved early help make the buildings more comfortable for all residents.

### **What to do if you have a concern or problem:**

Any time you have an issue or concern with your residence hall experience we encourage you to meet with your RA to discuss the best avenue for helping address your concern. They are here to help you. You can always contact the Resident Director or Graduate Resident Director of your building as well. Your front desk will help you schedule an appointment or can give you their office phone number and/or email address. You can also call Housing and Residential Education at 303 871-2246 and your call will be directed to the most appropriate staff member to assist you.

### **What if you need help after-hours?**

We have an extensive on-call/duty system within our department. There are always RAs on duty in each building each night of the week and on weekends. In addition, we have Graduate Resident Directors or Resident Directors on duty 24 hours a day, every day of the year. Should you need after-hours assistance, please invoke our duty system by calling your front desk or campus safety.

Centennial Halls Front Desk	(303)871-2565
Johnson-McFarlane Front Desk	(303)871-2183
Nelson Hall Front Desk	(303)871-4788
Nagel Hall Front Desk	(303)871-7733
Centennial Towers Front Desk	(303)871-2721
Campus Safety	

Non-Emergency (303)871-2334

Emergency (303)871-3000

## **Leadership Opportunities**

### **Residence Hall Association (RHA)**

Residence Hall Association leaders assist in shaping and developing the greater University of Denver residence hall community. Getting involved with RHA will give you the opportunity not only to make great friends and to develop your leadership skills and abilities, but also to assist in planning campus-wide events. Attendance at meetings gives students the chance to give input on residence hall policy issues, share dining hall and facility concerns, budget expenditures, and community development efforts that impact the 2300 students in the residence hall system.

If you would like to positively influence the University of Denver residence hall community through active participation in the Residence Hall Association attend our meetings, Wednesday evenings in the Driscoll Student Center.

### **Hall Leadership Teams**

Get involved and invested in your community while making new friends and developing your leadership skills! Each residence hall has their own Leadership Team, which provides an opportunity for the members of each residence hall to express themselves and provide meaningful educational and social activities for the benefit of the hall community. As a member of your hall's leadership team, you have the opportunity to plan events, represent your community to the greater DU community, and keep other community members informed and up to date on what is going on in your residence hall community! See your Resident Assistant for information about how you can be involved in your hall's Leadership Team!

### **Facilities and Services**

Housing and Residential Education has a total of five residence halls and six apartment buildings on campus.

The residence halls on the north end of campus include Centennial Halls and Centennial Towers. Centennial Halls houses first year students in a traditional residence hall setting. Centennial Towers houses a combination of first and second-year students in suite-style units with private kitchens and baths.

The residence halls on the south end of campus include Johnson-McFarlane Hall, Nagel Hall and Nelson Hall. Johnson-McFarlane (J-Mac) houses first-year students in a traditional residence hall setting. Nelson and Nagel house second, third and fourth year students.

The Apartments on campus include Aspen, Hilltop, Cavalier, Ridgeline, Mesa, Summit. The apartment buildings house third and fourth year students, graduate, professional, and non-traditional undergraduate students. Studios, one-bedroom, and two bedroom units, with one or two bathrooms are available. <http://www.du.edu/housing/grad/index.html>

## **Campus Safety**

For your protection, Campus Safety staff members are available 24 hours a day. For non-emergencies, call (303) 871-2334. For emergencies, call (303) 871-3000.

Keep the following safety tips in mind:

- When walking on campus at night, always travel with a friend or use the DU Safe Ride System at (303)871-3842.
- Remember to lock your room/apartment doors and windows at all times.
- For your safety and the safety of others, do not prop open outside building doors at any time.
- Help Campus Safety keep our campus a safe place to live by reporting any suspicious behavior immediately.

## **Fire Evacuation**

- Close all windows.
- Check to see if the doorknob is hot. If it is:
  - do not open your door
  - wait in plain view next to your window
  - open blinds and leave your lights on
- If your doorknob is not hot
  - Take a dampened towel and cover nose and mouth to prevent smoke inhalation
  - Put on shoes
  - Go to the exit stairway closest to your room/apartment. Do not use the elevator.
  - If the outside exit door does not open immediately, kick the emergency strike plate.

- Once you have evacuated the building, please proceed immediately to your buildings rally point for further information. Rally points are as follows:
  - Centennial Halls residents rally at Centennial Towers main lounge.
  - Centennial Towers residents rally at Centennial Halls main lounge.
  - Johnson-McFarlane and Nagel residents rally inside the Nelson cafeteria.
  - Nelson and Nagel residents rally at the Johnson-McFarlane main lounge and classroom.

University, city, and federal codes require that a person vacate a building when a fire alarm sounds. You are responsible for evacuating your building as quickly and as safely as possible. Failure to observe this regulation may result in University and criminal sanctions.

### **Tornado Warning**

- Move to an enclosed area away from glass windows and doors.
- Do not go outside.
- Go to one of the following areas to stay during a tornado: basement of your building, interior stairwells without glass windows (lowest floor), or the interior bathroom area of your floor/apartment.

### **Card Access**

To ensure the security of the residence halls, in order to enter Centennial Halls, Johnson-McFarlane, Nelson, Nagel, or Centennial Towers you will need your Pioneer ID card to gain access to the residential areas and the exterior doors after business hours. The exterior doors are open during between 7 a.m. and 8 p.m. to accommodate the food service and classroom facilities.

### **Cable Television**

Extended basic cable TV service by Comcast is provided in all residence hall bedrooms and apartments at no additional cost to residents. Residents may contract for premium and/or high-definition service at a deeply discounted rate by contacting Comcast directly at 1-800-COMCAST and identifying themselves as a DU resident. Comcast will provide discounted upgrades only to addresses where the University of Denver is already subscribing to extended basic service (ie: on-campus housing). Residents should report problems with their cable TV jack to the DU Cable TV Hotline at 303-871-3865.

## **Computer Data Connection Information**

Each residence hall room and apartment is wired for Internet access with a high-speed Ethernet port for each resident. Wireless networking is provided in residence rooms and is available in common areas of each residence hall (cafeterias, large lounges, etc.). To make sure your connection to the campus network works smoothly, it is best that your computer meet the requirements posted on DU's Web site at <http://www.du.edu/laptops> . If you have any questions or need to request help with your computer, contact the Penrose helpdesk at 303-871-4700. To provide for a secure and trouble-free computing environment, the installation of routers and wireless access points is not permitted in the residence halls.

## **Computer Labs**

Towers, Halls, Nagel, Nelson, and J-Mac are equipped with computer labs and high volume laser printing is available to students in these buildings. To report a problem with a printer or in the computer lab, please contact the Penrose helpdesk at 303-871-4700.

## **Front Desk Operations**

The front desks in the residence halls are the hubs of activity. It's where to go to pick up mail or to get a key/key card to your room. In addition, you can check out recreational equipment at the front desk or find out what is happening in the hall or on campus. If there's a problem in the building and you need staff assistance, please contact the front desk. All residence halls have 24-hour front desk operations during the academic year when classes are in session.

## **Dining Services**

Campus Dining Service is provided by Sodexo Food Services. They are committed to offering quality dining at DU, and serve nutritious and well-balanced meals through meal plans designed to fit your needs. If you are a first-year or second-year student residing on campus you are required to have a meal plan.

Meal plans offer a combination of meals and meal plan cash to use throughout the term. The meal portion of your plan is good for all-you-care-to-eat meals at the cafeterias in Centennial Halls and Nelson Hall. The meal plan cash portion is good for purchasing food items in the convenience stores in Centennial Halls and Johnson-McFarlane, in the retail locations in Nagel, and in other retail locations around campus. This combination of meals and meal plan cash gives you the flexibility to decide when, where, what, and how much you want to eat. With all meal

plans you are expected to use both your meals and meal plan cash, as no meal plan will cover either exclusively.

You will need to plan ahead to use all of your meals and meal plan cash throughout the quarter as you will lose whatever you do not use each quarter. All meal plans begin with a new set of meals and meal plan cash each quarter. Changing from one meal plan to another is only allowed before the eighth week of the fall quarter. If you would like to change your plan for the next term, contact the main office for Housing and Residential Education.

The four meal plans offered to students are:

- Unlimited = Unlimited access to the resident dining and \$150 meal plan cash plus 10 guest passes per quarter.
- 100 Block = 100 meals plus \$150 meal plan cash per quarter.
- 75 Block = 75 meals and \$150 meal plan cash per quarter.
- 50 Block = Available only to commuters and 3<sup>rd</sup> and 4<sup>th</sup> year students. 50 meals and \$150 meal plan cash per quarter.

If you are a 3<sup>rd</sup> year, 4<sup>th</sup> year, or graduate student living in buildings you may choose any of the above options, or consider the Flex Account.

The Flex Account is a declining balance account is set up through the Pioneer ID Card Office (1-4545 or <http://www.du.edu/pioneercard/>), and is good for many on-campus and off-campus options. Look at <http://www.du.edu/pioneercard/Oncampus.htm> to see where to use your Flex Account. This option is especially convenient for College of Law and Graduate Tax students whose academic calendars do not coincide with the active meal plan dates.

Dining location hours vary by facility and are clearly posted at all times. Admittance is with purchase only. You are required to present your DU ID card at the time of purchase. Cashiers cannot take any other forms of identification. Shoes and shirts are required at all times. Food and dining ware may not be taken from the dining rooms in Centennial Halls and Nelson Hall. Any violation of policies in a dining location may result in disciplinary action including loss of meal privileges for a specified period of time or dining location. Sodexo staff members are considered University officials. Sanctions can be levied by the food service staff and/or through the residence hall conduct process.

Meal plans cannot be canceled after the term begins regardless of whether they have been used or not (this is applicable only for students for whom the meal plans are optional).

## **Keys/Access Cards**

For residents of Nelson and Nagel, if you are locked out of your room, you can check out a lockout key/key card from your front desk. You will be charged for keys \$1 for the first 15 minutes, and \$15 for any time after that. In Nagel you will be charged \$2 for a temporary pass code when locked out and in Nelson you will be charged \$15 for a replacement card.

For residents of Halls, Towers, and JMac: if you lose your room key(s), please go to the front desk for your building and immediately fill out the required paperwork. The lock will be changed, new keys made, and your student account will be billed \$60 for the repairs.

For residents of Nelson and Nagel Halls, please go to the front desk, fill out the required paperwork, and a new key card will be issued with the old one being deactivated. Your housing deposit will be charged \$15 for the new card.

You will be charged no matter where or under what circumstances the key(s)/key card were lost. This minimizes the possibility that someone may find the key(s)/key card and gain access to your room or building. The charge for the lock change/key card reprogramming varies and is based on actual repair cost. Key charges will be billed to your student financial account.

## **Mail**

At all five of our residence halls-Centennial Halls, Centennial Towers, Nelson Hall, Nagel Hall, or Johnson-McFarlane--the front desk staff sorts your mail. Any mail you have received will be placed in your mailbox by 6:00pm.

## **Packages**

Residents will receive package slips in their mailboxes and may pick up the package by showing the package slip and an ID at the front desk.

## **Change of Address**

You must have a current permanent address on file with the Housing and Residential Education Office. Your permanent address is the address in your MyWeb account. If an address change occurs, it is important to change your information on MyWeb.

## **Forwarding Address**

If you live in Centennial Halls, Johnson-McFarlane, Nelson, Nagel, or Centennial Towers, first class mail is forwarded for the first three weeks of winter break to your permanent address on file in MyWeb. After this time all mail, including first-class mail and billing statements, will be held until you return in January. When you check out at the end of the year, all first-class mail will be forwarded until the last week of August to your permanent address on file with the University.

## **Custodial/Online Maintenance Requests**

If you find something that needs to be repaired or a common space that needs to be cleaned, you can notify our maintenance or custodial staff by submitting an online work request at [www.du.edu/housing/resources/workorder.html](http://www.du.edu/housing/resources/workorder.html). When filling out the work request, be as specific as possible about the location and problem so our staff can respond accordingly. You may also report an issue through the front desk of your building or at the Housing and Residential Education office located in Driscoll North, Suite #200.

## **Microfridge Condition and Care**

Housing and Residential Education provides one Microfridge unit for each room in Centennial Halls and Johnson-McFarlane; and in Nelson Hall Floors 1-4 and Nagel Hall Floors 1-3. Residents in rooms where Microfridges are supplied are not permitted to bring additional microwaves or refrigerators. The unit is considered part of room furnishings and the following guidelines apply:

Units will be clean and in operating order upon occupancy. Residents should fill out an online maintenance request for any maintenance concerns. Residents will be expected to keep the MicroFridge clean and in good working condition. Housing and Residential Education will, at its own expense, replace or repair any unit that fails to operate, except those which are damaged through misuse, negligence, carelessness or irresponsible use. If an extension cord is used, we recommend a three pronged extension cord, minimum of #18 wire.

Residents will be required to clean, defrost and unplug units prior to the winter break. Housing and Residential Education staff will check all units as part of winter break closing procedures. Cleaning charges will be assessed for all units that are not clean according to instructions. Resident(s) of the room/suite will be responsible for any damages.

End of year closing procedures for MicroFridge units will involve thoroughly cleaning, defrosting, and drying the MicroFridge. Housing and Residential Education staff will inventory

all parts as issued. A minimum cleaning charge of \$35.00 will be assessed if the unit is not cleaned and defrosted prior to return. Replacement cost for one MicroFridge unit is \$450.00.

## **Parking Services**

University parking is available in both general and restricted lots for a fee. Students should contact Parking Services for details at 303-871-3210 or <https://www.parking.du.edu> (Do we need to add anything else?).

## **Personal Property Insurance Coverage**

The University of Denver and Housing and Residential Education is not responsible for lost, stolen, or damaged personal belongings in the residence halls. In addition, the University is not responsible for damage caused as a result of water due to sprinkler system discharge or pipe breaks. If you experience any damaged, stolen, or lost property in the residence halls you should process any claims through your homeowner's insurance policy. We recommend that you consult your insurance policy to confirm that your personal belongings are covered.

National Student Services, Inc also offers insurance for personal belongings. Coverage is provided during the academic year and winter break but not during the summer session. Coverage of laptop computers under this policy is extended to the library and the classroom; however, laptop computers are not covered in dining facilities, bookstore, and other common areas. Bikes under this policy are covered when secured in designated areas immediately outside of the residence hall; however, coverage does not extend to other locations on campus. The policy is offered as an option, but is not associated with the University of Denver or Housing and Residential Education.

## **Recycling and Environmental Sustainability**

Recycling bins are available in every student room and in the lobbies of the residence halls. We have single stream recycling, which means you can put all recyclables in the same bin. All University of Denver community members are strongly encouraged to recycle everything we can. Items that are accepted include the following:

- All types of paper
- Junk mail
- Magazines
- Newspaper
- Cardboard (corrugated and paperboard like cereal boxes)
- Glass bottles

- Aluminum cans
- Plastics #1-7
- Food waste can be placed in compost receptacles in the dining halls

Items that cannot be recycled on campus include the following:

- Liquids
- Food waste
- Coffee cups
- Greasy pizza boxes
- Paper towels
- Plastics without the recycling mark
- Plastic bags
- Styrofoam (even if it has the recycling triangle)

In addition to recycling on campus, we work to reduce our negative impact on the environment in other ways. As such, we require that students bring environmentally responsible items with them to campus. Specifically, we require the following of students:

- Use low-phosphate laundry and dish detergents.
- Not use chlorine bleach for laundry.
- Use Compact Florescent light bulbs (CFLs) in lamps in their rooms instead of conventional incandescent light bulbs.

Environmentally responsible items like low-phosphate laundry and dish detergents, recycled paper toilet paper and paper towels, and compostable/degradable kitchenware are available for purchase in the C-Stores on campus.

## **Students with Temporary Disabilities**

The University of Denver will provide reasonable services, including on-campus housing accommodations, to enrolled students who incur injuries or other temporary conditions which impact ability to participate in classes. The university will not provide personal care and/or transportation to and from classes; however, temporary handicap parking permits and appropriate academic accommodations can be arranged. Documentation that substantiates the nature of, and limitations imposed by the disabling condition, as well as the predicted duration of the condition are required and need to be submitted to the Disability Services Program. The University will work to provide these accommodations in a timely manner, although some accommodations may require time to coordinate.

Housing accommodations will require a housing contract and current housing rates will apply. Some housing accommodations will require students to move to a different space or perhaps a different facility. Please notify Housing and Residential Education at 303 871-2246 for more information and to facilitate arrangements in addition, you will need to go to front desk and complete a temporary disability form so we can have this information in the event of emergency.

## **Telephone Services**

All the residence hall rooms have an active local phone line at no cost, Students need to supply their own phone.

You will need a calling card for long distance calls from your campus phone line; however, you will not be able to have an independent company (i.e., AT&T, MCI, Sprint) run a phone line directly to your room. Therefore, you will be unable to dial direct long distance or be eligible for some of the special long distance plans provided for direct dial long distance. If you have questions, contact Telephone Services at (303) 871-2333.

## **Residence Administrative Policies**

Your housing contract is a legally binding document for the entire academic year. Separate contracts are signed for the summer term. If you have any questions concerning your contract or any of the policies in this guide, contact Housing and Residential Education at 303-871-2246. Housing and Residential Education is located in the Driscoll Student Center North on the top floor, Suite 200. Our office hours are 8:00 am - 4:30 pm Monday through Friday, excluding University holidays. Outlined below are the administrative policies for on-campus living.

## **Administrative Moves**

Housing and Residential Education reserves the right to reassign students within the residence system for reasons it deems appropriate. These reasons are likely to include occupancy needs, facility problems, vandalism, student misconduct, patterns of inappropriate behavior that negatively affect the community, or established residence hall/apartment priorities. If some roommate conflicts cannot be resolved both residents might also be moved from the room.

## **Check-In Procedures**

There are many steps involved in checking into your new home. Be sure to check the condition of your room/apartment, note any damages on your Room Inventory Form, and return it to your Resident Assistant within 24 hours. Also, if anything is not in working order or needs attention from our custodial or maintenance staff, inform a Housing and Residential Education staff member. If you are expecting a roommate who has yet to arrive, please remember to leave half of the room open (which includes one closet, desk, bed, and bookshelf.)

## **Mid Year Check-out Procedures**

The following procedures must be completed in order to check out properly and avoid an improper checkout fee during the academic year. (If you have additional questions consult a Housing and Residential Education staff member.)

- Arrange a time to check out with a Housing and Residential Education staff member at least 24 hours prior to your departure. Attempt to arrange this time with your RA. However, any Housing and Residential Education staff member who is available may check you out.
- Take all of your personal belongings out of the room or apartment prior to your checkout time.
- Make sure your half of the room/apartment is clean and ready for inspection prior to your checkout time.
- Sign and date the room inventory form after the Housing and Residential Education staff member checks the room/apartment with you. Understand that additional charges may result when maintenance and custodial staff check your room/apartment after you leave. Also, any group billing charges that have accrued during the year will be assessed to your student account.
- Return all your keys/keycard to the RA who is checking you out and sign and date your personal data card.
- Unless arrangements are made in advance, your meal plan will automatically be cancelled when you utilize proper checkout procedures. Please consult Housing and Residential Education for details.

Since your residence hall contract is for the entire academic year, the only reasons for checking out during the academic year are listed below.

- Withdrawal or stop-out from the University. Contact the Center for Academic Resources if you are an undergraduate, or your department if you're a graduate student
- Study abroad

- Contract release approval
- Graduation
- Judicial removal

If you are withdrawing or stopping out you must check out of your room within 24 to 48 hours of withdrawing. If you are moving out due to contract release or judicial removal and want to continue your meal plan, it will be necessary to contact Housing and Residential Education and sign an off-campus meal plan contract. (See the Prorate Schedule section of this guide to find out more on how your charges will be adjusted.) If you move out and one of the above situations does not apply to you, your room/meal charges will not be removed from your student bill and you will continue to be billed for the remainder of the contract period for both your room and meal plan.

## **TWO-YEAR LIVE ON REQUIREMENT**

The two-year live-on requirement is a commitment between the undergraduate students and the University of Denver to enhance the students' experience and success. This commitment requires students to live on-campus and have a meal plan for two years. The University believes that students who live on-campus are more likely to stay enrolled, graduate on time, and feel connected to the campus community. In support of this commitment the Student Life Division has focused time and energy into campus resources to ensure student success. Research shows that living on campus has several positive outcomes that help students developmentally. Empirical research reveals seven areas in which residence halls have a significant impact on students (Blimling, 2003):

- Retention - They have greater expectations for academic achievement and are more likely to remain in college.
- Extracurricular involvement - More involved in campus activities. Students learn to work with others, manage budgets, express their ideas in meetings, negotiate with others, and follow through with projects.
- Positive feelings about campus social climate. Students feel that the campus is more comfortable, more academic, more supportive, and more enjoyable.
- Personal growth and development - Students meet more challenges, mature more quickly and learn to become interdependent.
- Interpersonal relationships - Students build strong friendships and share more experiences. They interact more, develop more tolerance, and experience more cultural diversity.
- Faculty interaction - Students have more contacts with faculty both in the residence halls and due to closer proximity to faculty offices.

- Higher overall satisfaction with their college experience.

### **The two-year live-on requirement is fulfilled by the following criteria:**

- If the student has completed two full years of attendance at the University of Denver or another accredited post-secondary institution before the residence halls open for fall quarter. For example, a transfer student who has attended another accredited institution for at least two years is exempt from the live-in requirement. Experience must be at an institution of higher education and does not include high school or boarding school experience.
- If the student is 21 years of age or older before the residence halls open for fall quarter.
- If the student is married.

### **Contract Release**

Your housing contract is a legally binding document for the academic year. Call 303-871-2246 or stop by the Housing and Residential Education office in Driscoll North, Suite 200 to set up an appointment. Releases from the contract are very rare and are granted by a designated committee. The committee will consider your petition after you have completed all the necessary steps. Below are guidelines to help you determine if you might be eligible for a contract release. Petitions to be released during the current term will not be approved.

#### **Financial Duress Petition**

##### **Steps to petition to be release from live-on requirement:**

1. Set appointment to meet with Contract Release Coordinator for Housing & Residential Education to assess eligibility requirements and receive the petition.
2. Complete Petition Form  
If you are completing a petition on the grounds of financial duress it is an expectation that you meet with the Financial Aid Office to explore and apply for financial aid which includes student loans. This must be done before completion of this form. Your petition will not be reviewed until the all financial aid available has been determined and utilized.
3. Attach required documentation
  - a. A typed, dated and signed letter from the student that includes the following information:
    - i. Indication from the student that he/she would like to be released from the his/her housing contract

- ii. An explanation of the financial difficulty he/she and/or the family is experiencing
  - iii. A detailed cost analysis of current situation versus potential living situation
  - iv. Letter from parents/guardians detailing the financial difficulty the family and/or student are experiencing (optional).
  - v. Any documentation from the Financial Aid Office that indicates you do not qualify for aid (grants, scholarships, loans, etc.) or documentation of the aid you are awarded including student loans.
4. Releases will be made by the Petition Review Committee based upon the documentation provided. Student will receive a final decision via email within (7) business days of the Petition Review Committee's decision.
  5. If the petition has been denied, an appeal can be submitted following the instructions provided in the decision email.

### **Medical Release from DU Housing and/or Meal Plan**

- Students must set up a meeting with the Contract Release Coordinator in order to receive the petition.
- Disability, Medical/Physical or Psychological reason(s)
- Submit the following: (found on website [www.du.edu/disability/dsp](http://www.du.edu/disability/dsp) or from DSP office)
  1. Student Intake Packet – Disability Services Program (DSP). Self disclosure of condition/concern and request for accommodation.
  2. Documentation – must be complete; be aware that a “note” from a doctor/health care professional/psychologist is not adequate. Information must be detailed and provided by a professional trained and/or licensed to diagnose and/or treat the condition. See Documentation Guidelines at: [http://www.du.edu/studentlife/disability/dsp/doc\\_guidelines.html](http://www.du.edu/studentlife/disability/dsp/doc_guidelines.html)
  3. Letters from parents/guardians are not required for this category and will not be considered in the request. Financial distress issues may require parental information.
  4. Foreign language documentation must be presented in English – with the original – and translated by an appropriate source, not friends or family of the student. The student incurs the cost of translation.
- Requests will be reviewed by a Contract Committee comprised of staff from DSP, Housing and Residential Education (HRE), the Health and Counseling Center (HCC) and other DU staff when needed.
- The Contract Committee will meet several times during an academic quarter to review requests. Emergency requests will be evaluated to determine whether or not immediate attention is warranted.
- Students will be notified of the committee decision in writing, via email.

- Students whose requests are approved (contract release or modification) must work with Housing and Residential Education to make changes to housing and billing.
- Students whose requests are denied may be offered alternative solutions (example: a single on campus room instead of housing release).
- Students whose requests are denied by the committee may appeal to the director of Housing and Residential Education; additional supporting documentation is highly recommended.
- Questions? Call or make an appointment with DSP at (303)871-2455

### **Medical Marijuana Accommodation Contract Release Process**

Students who receive a Medical Marijuana Registry Identification Card may request a release from their campus live-on requirement by completing the Medical Accommodation Contract Release Request.

*Please note: In addition to a copy of a Medical Marijuana Registry Identification Card, students are required to be examined by a doctor recommended by the University's Health and Counseling Center to verify that Medical Marijuana is the most appropriate treatment for the stated medical condition. Once this process is completed the contract release request will be reviewed by the Medical Accommodation Contract Release Committee. Students who receive a Medical Marijuana Registry Identification Card during the academic year will have their request reviewed at the next Medical Accommodation Contract Release Committee meeting. These meetings typically occur every 8 weeks.*

### **Live-At-Home Petition**

Student can choose to live at home with parents or legal guardian whose permanent address is within 45 miles of the campus. These students must notify the Housing and Residential Education office prior to the start of the each academic year and fill out a petition stating that they are choosing to live with their parents or legal guardian until graduation or until the live-on requirement has been fulfilled.

1. Students must set up a meeting with the Contract Release Coordinator in order to receive the petition.
2. Students must complete a "Live At Home" Petition and attach required documentation: a typed, dated and signed letter from the parent or guardian whose permanent address is within 45 miles of the campus stating that the student will be residing with him or her.
3. Documentation must be turned into the Housing and Residential Education Office in Driscoll North, Suite 200. Upon receipt of the complete petition, the Housing and

Residential Education office will contact the parent or guardian to confirm the information.

4. Releases will be made by the Petition Review Committee based upon the documentation provided. Student will receive a final decision via email within (7) business days of the Petition Review Committee's decision.
5. If the petition has been denied, an appeal can be submitted following the instructions provided in the decision email.

### **If you are Released:**

If the committee releases you, you must check out properly with a Housing and Residential Education staff member (see the Check Out Procedures section in this guide). Any cancellation of the housing contract could result in the automatic forfeit of the \$200 housing deposit. In addition, you may be charged a \$1000.00 cancellation penalty. Housing charges will not be adjusted until a proper checkout has been completed. If you check out after the end of the seventh week of the quarter, no adjustment to your bill will be made (see the Prorate Schedule section of this guide for more details).

## **Prorate Schedule**

If you check out of your room/apartment and are eligible for prorated room and meal plan charges, the following guidelines will be used. Note that prorates are allowed only through the seventh week of the term, after which time full charges will be assessed. Also, if you contract for a space before the end of the third week of the term, charges for the entire term will result. However, every night of stay is charged if you move out before the end of the third week of a term, or move in after the seventh week of a term. For a sample prorate for your situation, contact Housing and Residential Education.

### **Room Prorate Schedule**

For approved move outs, prorated room fees are calculated on a daily basis. You are charged for each night beginning when the halls open and ending the last night of stay prior to completing proper checkout procedures (See the Check Out Procedures section of this guide). You are charged according to the date listed on your personal data card, which is signed once your keys have been returned. If you do not complete a proper checkout, room fees will be prorated according to the date listed by staff on the personal data card when it is determined you are gone and are not returning.

### **Meal Plan Prorate Schedule**

Approved cancellation of the contract for your room also automatically cancels the meal plan. If you are continuing as a student and wish to keep your meal plan, you must sign an off-campus

meal plan contract at Housing and Residential Education before your checkout. Prorate of meal plan fees are calculated according to the number of meals/meal plan cash used or a daily rate, whichever is greater. If a daily rate is used, prorate fees are calculated beginning with when the meal plan begins and ending with the date the meal plan is taken off of the ID card system. (Note: this may be later than the date of checkout recorded on the personal data card because of the difference in processing time.)

## **Room Changes**

Learning to live with someone is not always easy. As is the rule with all relationships, good communication is the key to successful roommate relationships. At the beginning of the year, you and your roommate will need to fill out a Roommate Agreement that establishes ground rules for your room. It is important to be honest about your living needs during this conversation—as well as be willing to compromise when your needs differ significantly from your roommate(s). Should conflict arise during the academic year, you should revisit your Roommate Agreement with your roommate. If you are unable to work out a solution to your conflict, speak with your Resident Assistant. RAs will set up mediation between you and your roommate. If the problems in your room persist, you can work with your Graduate Resident Director or Resident Director. They will work to further mediate your conflict or possibly facilitate a room change. Please be aware, outside of room change day during the fall, winter, and spring quarters, room changes will not be granted without going through the mediation process. All moves must be approved by your GRD or RD.

If you want to change rooms at the beginning of any term you must wait until the scheduled room change date. This waiting period is for the Housing and Residential Education staff to confirm new and returning student arrivals and determine space availability. This also gives new roommates time to get acquainted and discover if their living styles are compatible. If you want to change rooms, bring all of the residents involved in the move to the room change table during the designated time. At this time no questions will be asked about the move as long as everyone involved in the move agrees to the new arrangement. The GRD or RD will give instructions for the room change process at that time.

### **Room Change Day Policies:**

- Students will have be able to pick up the keys to their new room starting 12:00pm the following day after Room Change Day. They will have until Sunday at 9:00pm to move all of their belongings, check-out with their RA and return the keys to their former room. If they fail to follow these timelines, they will be charged an improper check-out for their former room.

- During Fall Room Change Day, the upper floors of Nagel Hall will be off-limits to students wishing to change rooms. This is for study abroad students so that they will be able to move into these spaces when they return for winter quarter.
- Second year students should not be placed on the upper floors of Nagel Hall unless authorized by Assistant Director of Occupancy or Director of Housing and Residential Education.

Contact your RA or Resident Director to find out dates and location for each quarter's Room Change Day.

Prorating of room charges will not happen prior to the third week or after the seventh week of the term. For instance, if you switch to a single or to a more expensive building during the first three weeks of the term, you will be billed the rate for your new residence for the entire term.

You cannot switch to a single room in the last three weeks of any term because room assignments for new students have already begun.

#### **What if I am in a double room by myself?**

If you find yourself in a double room without a roommate you will need to fill out an Open Space Agreement. This agreement shows your understanding that the other half of your room should be ready at all times for another student to move in.

By signing this agreement, you will agree to keep all of your belongings on one side of the room and keep the other side clean and open for a potential roommate assignment (which can happen at any time during fall, winter, or spring quarters, including break periods). Your room must be kept in a condition that allows a person to move into the space without encountering your belongings. Attempts to keep a potential roommate from moving in or to force a new roommate to move out will not be tolerated.

If you do not follow through with the terms listed above (e.g. keeping one side of the room clean, etc.), you may be assessed a fine or charged for a single room retroactive to the beginning of the current term, or you may be relocated. A Housing and Residential Education staff member may enter your room and move your belongings to one side of the room to prepare it for a roommate. If this occurs, you will be charged for the service and this will be seen as a violation of the non compliance policy and conductsanctions may result.

## **Student Rights and Responsibilities**

Enrollment at the University of Denver carries the expectation that each student will be a responsible member of the campus community. When you enroll at the University you assume the responsibility to observe our standards of conduct. By accepting this responsibility, you agree to respect the personal safety and individual rights of every member of the University community. We strive to create an atmosphere where students are given the opportunity to pursue their education in an environment based upon mutual respect.

### **Residential Living Policies**

Residence living policies govern all forms of resident and non-resident student conduct within the residential facilities and on the surrounding grounds. Students have the responsibility to know and abide by all University and Housing and Residential Education policies and regulations. Violation of Housing and Residential Education policies constitutes a breach of the Code of Student Conduct.

The following policies have been established in order to achieve the University's goals. They are not exhaustive, and Housing and Residential Education reserves the right to amend or expand them as necessary in accordance with recognized principles of fair notice to the members of the residence community.

Violation of the following regulations is subject to action by the disciplinary agencies of the University of Denver, as listed in the section titled Residence Discipline Process. The residence discipline process is an extension of the University of Denver disciplinary process, and acts in conjunction with the University system. For further details on the disciplinary process, see the Code of Student Conduct.

Housing and Residential Education may retain copies of incident reports, hearing summary forms, and other related documentation; however, official University discipline records are maintained by the Office of Citizenship & Community Standards.

In addition to the Code of Student Conduct, students are expected to know and adhere to the following policies:

### **Alcohol**

Living in university housing incurs additional responsibilities regarding the possession and/or consumption of alcohol, as described below:

- Students under the age of 21 years are not allowed to possess, consume, or be in the presence of alcohol while in the residence halls/apartments.
- Students who consume alcohol off campus and who are disruptive when they return to the residence hall/apartment can be documented for violation of the alcohol policy.
- No alcohol may be consumed in or taken into a room/suite/apartment of a student who is under 21 years of age, even if the student's roommate/suitemate is 21 years of age or older.
- Open containers of alcoholic beverages are only permitted in rooms/apartments of students 21 years of age or older, not in public areas. All students living in that room/suite/apartment must be 21 years of age or older in order to have alcohol in the room/suite/apartment.
- Large quantities of alcohol, including but not limited to, beer ball containers, kegs, and beer bong, are not allowed in the residence halls/apartments and are grounds for immediate removal from the residence halls.
- Empty, full, or keepsake bottles and cans of alcohol are prohibited in the rooms/apartments of residents under the age of 21.
- Items containing alcohol will be confiscated this includes but is not limited to flasks, boxes, cans, and other containers.

### **Air Conditioning Unit**

Air conditioning units are not permitted in any of the residence halls or undergraduate apartments. The rooms/apartments do not have the electrical capacity to accommodate these units.

### **Balconies**

Nelson residents who have balconies in their apartments will be required to sign a separate balcony use agreement, which includes but is not limited to not permitting smoking on balconies, and not permitting throwing objects off balconies.

### **Bicycles/Skates/Motorcycles/Motorbikes/ Skateboards/Scooters**

Each hall is equipped with bicycle racks. We do not guarantee space for bicycles. Bicycles may be locked in designated areas only with a university approved U-locks. Approved U-locks may be purchased in the DU Bookstore. Bicycles kept in inappropriate areas will be removed by Campus Safety from such locations. Riding bicycles and skating are prohibited in all areas of the residence halls/apartments. Instead, walk your bike slowly and take off your skates.

Motorcycles and motorbikes must be stored outdoors. No motorized bikes are permitted inside the buildings at any time. Gasoline cans are also prohibited in the buildings.

## **Cleanliness**

In order to protect the health and safety of all residents, reasonable standards of cleanliness must be maintained in all residence halls/apartments (including lobbies, hallways, lounges, bathrooms, laundry rooms, and student rooms). Residents are required to keep floors clear of personal items and trash. Residents are required to deposit their trash in designated areas. Trash is not to be accumulated or deposited in bathrooms, laundry areas, or in lobby trashcans. Hallways, stairwells, and elevators must remain free of personal belongings, including trash. Failure to follow the cleanliness guidelines may result in a \$25 fee per hour.

Students holding a double room contract are required to maintain cleanliness standards so that a new resident can move in easily. Failure to do so may result in a cleanliness fee of a minimum of \$25. The interpretation of standards of cleanliness is at the discretion of Housing and Residential Education staff. Periodic inspections will also be conducted in all rooms, apartments and suites to maintain clean and high-quality housing.

## **Computer Use**

University of Denver maintains a Computer and Network Acceptable Use Policy that can be viewed on the World Wide Web at <http://www.du.edu/uts/policies/duaup.html>. The policies listed below apply specifically to the use of computers in the residence halls. Any violation of these policies is grounds for having network access removed from your room and/or lab privileges revoked. The following activities are prohibited:

- Installing additional hubs, switches, or routers, including wireless access points, in your room/apartment
- Accessing another student's computer without permission
- Installing software on a lab computer
- Saving files to the hard drive of a lab computer
- Deleting or disabling software on a lab computer
- Tampering with computer hardware in a computer lab

In addition, students needing to complete course work in the labs have priority over e-mail, recreational Web browsing, or game playing.

## Damage Charges

Although most of the damage assessments are made at the end of the year, some residents may be charged during the term. The two types of charges students may be assessed are for individual damages and group damages.

### Individual Damage Charges

You are provided a Room Inventory Form when you move in. You should carefully inspect every aspect of your room/apartment and make a note of pre-existing damages. It is important that you take these inventories seriously. Damages not noted on the inventory form at check-in will be charged to you at checkout. Charges for damages to common areas in the room/apartment are shared by you and your roommate and are assessed accordingly. If your roommate leaves before the end of the academic year and damage is found at that time, both roommates can be assessed the cost of repair. The resident remaining in the space will have four days from the former roommate's checkout to update the room inventory form. For information about specific damage, contact your Resident Director.

### Group Damages Charges

When there is excessive and/or malicious damage to a public area and the responsible individual(s) cannot be identified, the University reserves the right to assess group billing charges to the residents of a floor or wing. This means that everyone on the floor or wing shares the cost of the damages.

When common area damages occur such as in a floor lounge, hallway, or bathroom, Housing and Residential Education staff will attempt to determine the responsible individual(s). A flyer will be posted on the floor to notify you of the damage and approximate cost of repair or replacement. You should attempt to identify individuals responsible and report damage and vandalism to the Housing and Residential Education staff immediately in order to avoid group damage charges.

If you are not returning to on-campus housing for the following academic year, your housing deposit refund will be credited to your student account about 30 working days after the residence hall close.

## Drug Misuse

1. Violations of this policy include, but are not limited to: **Drug Misuse**. Violations of this policy include, but are not limited to:

- a) Any possession or use of any illegal drug, or any possession or use of any prescription drug or other controlled substance except under the direction of a licensed physician. Marijuana, including Medical Marijuana, is prohibited on campus.
- b) Any manufacture or distribution of any illegal drug, or any manufacture or distribution of any prescription drug or other controlled substance without a license for such conduct.
- c) Any act which causes a person to ingest any drug without his/her effective consent.
- d) Any possession on University premises of any item designed, fashioned, or modified to facilitate and/or disguise the use of any drug in violation of this policy, whether or not the item has been used for such purposes.
- e) Any student who commits violations of other sections of this Code while under the influence of one or more drugs, and/or abuses one or more drugs to the point of jeopardizing his/her own health or safety, may be held responsible for violating this policy, even if the student is otherwise entitled to take the drugs(s).
- f) Any student who contacts campus and/or local authorities to assist with a potentially life-threatening situation shall not be subject to disciplinary action based solely on the possession and/or use of drug. Students may be required to complete appropriate educational sanctions in lieu of formal disciplinary action.

#### **Residence Hall Medical Marijuana Policy**

Colorado law allows individuals to possess a limited amount of marijuana for medical purposes. While the use of Medical Marijuana is not a criminal offense in the state of Colorado, possession or use is **prohibited** on the University of Denver campus, including the residence halls. Possession of a Medical Marijuana Registry Identification Card does not authorize students or guests, to possess or use medical marijuana on campus property.

#### **Firearms, explosives, fireworks, weapons**

Firearms (actual, or novelties/toys reasonably resembling actual firearms), explosives, fireworks and similar devices, and any weapons or any kind that can create a potential safety hazard are strictly prohibited in the residence halls. Weapons include, but are not limited to, knives with blade over three inches, guns, pellet guns, paint guns, tazers, bows and arrows, machetes, ninja stars, nun chucks, grenades and swords. Please also note that any type of ammunition for any

type of firearm is strictly prohibited. University officials also have the right to deem an object unsafe for the community and confiscated this item at any time.

## **Fire Equipment**

Tampering with any kind of fire emergency equipment is against Housing and Residential Education policy. This includes setting a fire, pulling or calling in a false alarm, discharging or removing a fire extinguisher or hose, tampering or hanging something from a smoke detector, sprinkler head, or sprinkler line, breaking the safety glass on the fire extinguisher case, propping fire doors, or leaving an area through a locked fire door. Tampering with fire equipment will result in a fine plus repair costs, and costs for any damages incurred to university or personal property. Other discipline sanctions may be imposed as well.

## **Fire Evacuation**

If a fire or smoke detector alarm sounds, immediately vacate the building via the nearest stairwell and proceed at least 100 feet outside the building until a Housing and Residential Education staff member or Campus Safety officer allows you to reenter. A student's full cooperation in any evacuation is required. Failure to evacuate the building in the event of an alarm sounding will result in disciplinary action.

## **Fire Safety**

Due to fire hazards, there are several safety precautions in place for the residence halls. Possession or use of the following is prohibited:

- Halogen lamps
- Incense
- Candles
- Candle warmers
- Open flames
- Space heaters (except those provided by the University)
- Propane of any kind

Additionally, the use of toaster ovens, electric frying pans, George Foreman type grills, crock pots, and open heating elements are prohibited in facilities without suite or apartment kitchens. Grills are not allowed in the residence halls.

We encourage you to use surge protectors on all electronic equipment.

The use of coffee makers, hot pots, air popcorn poppers, and microwaves (maximum 600 watts and/or 1 cubic ft.) is permitted.

## **Furniture**

Furniture is to be used as designed and may not be removed from its original location. No other construction or configurations are allowed (e.g. lofts, stacking of furniture, bed lifts, or stacking on concrete blocks). A \$25 fine may be assessed for misuse of furniture or other construction in rooms. Lounge furniture and other University property is placed in common areas for common use. Individuals may not take or borrow this property for their own personal use, nor may they abuse or remove it. Individuals also need to keep closet doors attached to closets and may not remove the closet doors. Students who violate this policy will be subject to disciplinary action including a fine of \$25 per item per incident, as well as the cost of any damage incurred.

## **Guests**

To protect the safety of all residents, the following guest policy is in place. We also ask residents to be aware of what is happening in their community and to inform the front desk or a Housing and Residential Education staff member of anyone in the residence hall who is causing a disturbance.

Non-DU visitors are required to report to the front desk or identify themselves from an outside phone, leave identification, and sign the guest register. Residents are responsible for escorting their guests within the building at all times and are responsible for their guests' behavior at all times.

Providing keys or access cards to non-residents is strictly prohibited.

Unescorted non DU visitors will be asked to show identification, identify the person they are visiting, and come to the front desk with their host to sign in. Failure to cooperate with Housing and Residential Education staff in such matters will result in immediate removal from the building.

Each resident has the right to have visitors and guests with explicit prior permission of room/suitemates. On the other hand, every resident has the right to privacy in her/his own room. Your right to have visitors does not supersede your roommate's right to privacy. Your roommate or a Housing and Residential Education staff member can require that your guest(s) leave

immediately. If your guest fails to do so, disciplinary action against you and your guest may result.

Cohabitation (allowing someone other than your designated roommate to live in your room) is not permitted. Exceptions in apartment-style housing may be approved by Housing and Residential Education.

Visits are limited to two nights per week with the agreement of the roommate and suitemates.

You have the right to use the bathroom without the intrusion of a member of the opposite gender expression. Guests and visitors are required to use only gender specific bathrooms. This may mean that a guest needs to use facilities on another floor.

If guests stay overnight, they must sleep in their host's room. Neither guests nor residents are permitted to sleep in lounges under any circumstances.

## **Hazardous Materials**

Hazardous materials including, but not limited to, gas, propane, chemicals, flammable liquids and gas grills are not permitted in the residence halls/apartments under any circumstances.

## **Identification Cards**

Identity of residence hall students is easily established by means of a Pioneer Identification card. For security reasons, a residence hall staff member will routinely ask residents entering a building to show their Pioneer ID card. Pioneer ID cards are not transferable. Students may not lend their ID to another student or guest for any purpose including, but not limited to, entry to a building, misrepresentation of age or the purchase of meals.

## **Keys**

Lost keys may jeopardize your own security and the security of other residents. For these reasons, no one is allowed to make or purchase an unauthorized key. Any student who does so is subject to disciplinary action. Students may not have a key/access card to rooms other than their own, nor may they have more than one key to their own room. Any student who attempts to gain additional keys to his/her own or other rooms will face disciplinary action. Report lost keys/access cards to the front desk immediately.

## **Noise**

Noise is a particular concern in residence hall environments where many students live and study together in a relatively small space. Noise that intrudes on others right to sleep and study is prohibited; courtesy and consideration of others is expected at all times. Reasonable quiet in areas outside the residence halls must be maintained, and noise will be considered disruptive if it can be heard through a closed door or window. Excessive bass, running and shouting in the hallways, yelling out windows, and door slamming will always be considered unacceptable. All residents are responsible for their own noise levels, as well as the noise levels of their guests.

Minimum quiet hours for the entire residence system have been established and are:

Sunday – Thursday

10pm –7am

Friday and Saturday

12am-9am

Courtesy hours are in effect 24 hours a day. During quiet hours residents need to be particularly conscious of their noise levels, and excessive noise will be documented. A floor community may choose to extend quiet hours.

During finals week, 24-hour quiet hours will be in effect.

Residents who are being disturbed by noise are encouraged to respectfully approach others to request they reduce their noise. Should you need help dealing with a noise complaint, contact the front desk of your building, and a Housing and Residential Education staff member will provide assistance.

## **Painting of Rooms**

Painting of student rooms/apartments is not allowed. This includes walls, ceilings, and furniture.

## **Pets**

For the health, safety, and comfort of all residents, pets (with the exception of freshwater fish in aquariums or tanks of 10 gallons or smaller) are not allowed in the residence halls/apartments. Keeping pets will result in the assessment of a \$50 charge per incident. Residents are required to remove the pet immediately. If the pet is seen after being notified by the staff to remove it, an additional \$50 charge will be levied. This process will continue until the pet is removed.

Repeated incidents are likely to result in the student's relocation or expulsion from the residence system, and possible further University disciplinary action.

## **Posting Policy**

Since there is limited space within each residence hall, postings from student groups and organizations will be limited to one posting per residence hall. The flyer should be left at the Housing Office, located in Driscoll North, Suite # 200. The flier will be stamped and distributed one per residence halls to be posted by the Desk Manager. Any flyer that is not approved by Housing and Residential Education will be removed (please note that flyers approved in Driscoll Student Center are not approved for Residence Hall posting). Postings will remain up for no more than one week.

As well, we do not allow for any mail box stuffers from any student group or organization without prior approval. Approval for mail box stuffers is done on a limited basis.

## **Roofs and Ledges**

Being on or hanging anything on roofs and ledges of residence halls/apartments is strictly prohibited.

## **Room Entry by Staff**

University staff may enter student rooms for a variety of reasons. We typically will give students 24-hour advanced notice, however, exceptions may be made for reasons listed below. Rooms may be entered with knocking notice. If a policy violation is discovered in any of the situations below, the violation will be documented and may result in disciplinary action. University officials, including Housing and Residential Education staff members and Campus Safety may confiscate items which are in violation of university and residence hall policies, including but not limited to: candles, incense, alcohol, drugs, controlled substances, false identification, illegal plants, weapons, and drug paraphernalia. Items may be discarded or turned over to Campus Safety for further investigation.

Reasons for Room Entry:

- Fulfill custodial, maintenance, or computer/telephone/cable service needs
- Investigate suspicion that the welfare and/or rights of other members of the University community are being infringed upon
- Investigate that danger to a student or danger to the property of the student or the property of the University exists

- Investigate fire safety issues
- Investigate suspicion of serious policy violation
- Check that closing procedures for break periods were completed
- Turn off alarms, stereos, or other devices that are causing a noise disturbance
- Cleaning and maintenance inspections
- Confirm room has been vacated during fire alarm
- Confirm room is ready for a new resident

## **Smoking**

The residence hall buildings are smoke-free buildings. Smoking is not allowed inside the buildings, and is only allowed in designated areas around the buildings. Cigarette butts and ashes must be disposed of properly in receptacles provided. Failure to properly dispose of cigarette butts and trash will result in a fine to cover cleaning costs. Smoking is prohibited on the University of Denver Campus.

Since the university will become smoke free, all Hookahs, water pipes, pipes, and any other smoking devices are strictly prohibited within the residence halls at any time.

## **Solicitation**

For security reasons and to prevent annoying disturbances, solicitors are not allowed in the residence halls or apartments, with the exception of Housing and Residential Education affiliated groups and activities. This includes campaigning for any on-campus elections. As well we do not allow the sales of any product that is a non Housing and Residential Education sponsored group, event, or function.

## **Sports Activities**

Due to the potential for personal injury and property damage, playing ball, water games, Frisbee, snow ball fights, hockey, wrestling, etc. is not allowed in and immediately surrounding the residence halls. In addition, riding skateboards and bicycles, or wearing skates is prohibited in all areas of the residence halls. Skates and skateboards should be carried within the buildings. Students are responsible for any damage incurred by their failure to comply with this policy.

## **Trespassing**

Any student entering the University of Denver residence halls after being ordered not to is considered trespassing. Campus Safety or the Denver Police will be called to remove the trespasser.

## **Waterbeds**

Because of weight restrictions and the limitations of our facilities, waterbeds are prohibited in all residence hall rooms and apartments.

## **Windows**

Because of the danger to persons or property, the act of throwing, hanging, or dropping any item, liquid or solid, from or at any window or terrace is strictly prohibited. Exiting or entering a room through any window or terrace is likewise prohibited as is sitting in or on window sills. In addition, screens must remain on windows at all times. No modifications of or additions to window units may be made. Residents found in violation of this policy will most likely be relocated should space allow, or removed from university housing (see the Residence Discipline Process section of the guide) and be fined \$100. Such violations may become criminal matters as well.

## **Housing and Residential Education Conduct Process**

The conduct process for the residence system has been established to provide a fair, expedient, and impartial process on matters involving students in residence disciplinary situations. Students shall be informed of any changes in this process by official notification in *The Clarion*, the student newspaper. The Housing and Residential Education discipline process is an extension of the University of Denver conduct process and acts in conjunction with the University system.

University housing for students is meant to provide an atmosphere conducive to studying and community living. Our conduct system is an educational system that centers on encouraging the growth and development of the student. The system is geared toward corrective and preventative measures rather than punitive discipline. Cases are decided on a ‘more likely than not’ (preponderance of the evidence) standard, not the ‘beyond a reasonable doubt’ standard used by the legal system.

## **Conduct Process:**

Step 1: Student’s behavior is documented.

Step 2: A Housing and Residential Education Staff member reviews the incident and determines if further conduct action is necessary.

Step 3: If further action is necessary, the case will be assigned to a Hearing Officer, including Assistant Directors, Resident Directors, Graduate Resident Directors, or it will be referred to the Office of Citizenship and Community Standards. The student is notified that they need to schedule a hearing with their assigned hearing officer and in some cases they will be scheduled for the student.

Step 4: Student meets with hearing officer to discuss case. The hearing officer determines the student's responsibility for policy violations. If the student is found responsible, sanctions are determined. If a student fails to schedule or attend his or her hearing, a decision will be made in his or her absence, and he or she will be notified of the officer's decision in writing.

Step 5: A student can appeal the decision or sanction according to the procedure given in the Code of Student Conduct.

## **Housing and Residential Education Conduct Agencies**

Students have the right and responsibility to confront someone who is violating their rights in the residence system. A student or staff member may refer a student for judicial action at any time. This referral is to be made using the Incident Report Form.

Generally speaking, Housing and Residential Education disciplinary agencies will hear cases involving violations of Residence Living Policies and/or first-time violations of the Code of Student Conduct. Any situation involving violence, threats of violence, sexual assault, illegal drugs, weapons, and/or other serious forms of misconduct will be automatically referred to the Office of Citizenship and Community Standards.

Housing and Residential Education Staff. Housing and Residential Education staff members have the authority and the ultimate responsibility to confront those who are violating housing or University regulations, or who are exhibiting inappropriate behavior within the residence halls/apartments or adjacent grounds.

Executive Director of Housing and Residential Education. The Executive Director of Housing and Residential Education, in conjunction with the Associate Vice Provost for Campus Life, and

the Director of Citizenship and Community Standards, reserves the right to take conduct action in the case of an extreme violation of residence policy.

### **How to File an Incident Report:**

Any member of the residence hall community may file a formal, written incident report against any student for inappropriate behavior or violation of a residence hall regulation. This complaint is to be filed using the Incident Report form.

### **Rights and Responsibilities of the Referred Student**

Once a student's behavior is documented, he/she has the rights and responsibilities outlined in the Code of Student Conduct.

### **Appeal Process**

Students have the right to appeal any decision made by a Housing and Residential Education conduct agency, according to the procedures outlined in the Code of Student Conduct.

### **Sanctions**

When a student is found responsible for a violation of policy by a Housing and Residential Education disciplinary agency, he/she (inclusive language) is either issued a technical violation or a written warning. If the case was heard by an Assistant Director of Housing and Residential Education, the Associate Director of Housing and Residential Education, or the Peer Review Board, University probation for a maximum of two (2) academic quarters may be imposed instead. Further information on these and other "inactive" sanctions can be found in the Code of Student Conduct.

In addition, one or more "active" sanctions may be required of the student. Examples of such sanctions include, but are not limited to:

Letter of Apology. A formal letter of apology, either public or private, to an individual, an outside agency, or to the University.

Restrictions and Requirements. This sanction may involve specified conditions including, but not limited to:

- Removal from and/or restrictions of access to specified residence facilities.
- Loss of privilege, including, but not limited to loss of

- participation in and/or attendance at any or all public residence events sponsored by Housing and Residential Education staff or Residence Hall Association.
- representation of the residence hall or apartment in a specified capacity.
- the right to hold office in any or all residence-approved organizations.
- Institutional employment termination.
- Required attendance at meetings and/or completion of projects.
- Required participation in certain groups and/or programs.
- A requirement of a counseling assessment or a recommendation for counseling.

Restitution. Restitution is full and complete reimbursement for damage, destruction, or misappropriation of the property of the University of Denver or of others. This restitution may take the form of appropriate service, financial payment, or other compensation. Failure to make arrangements for restitution within the specified time may result in further sanctions, including expulsion from University housing.

Community Service Work. A student may be required to complete service projects to improve the University or the residence hall community.

Immediate Removal/Relocation. The Director of Housing and Residential Education, or his/her appointed representative, may immediately remove or relocate a student from the residence hall if it is believed that the health or safety of that person, other residents or staff is endangered, or damage to the facility is likely. By scheduling an appointment with the Graduate Resident Director/Resident Director, the student can collect their personal belongings and property. Such removal will very likely include a trespass order.

Removal/relocation will be in effect at least until a hearing is completed and determination is made regarding responsibility and sanctions.

Removal from Housing for Behavioral Reasons. Should a student's behavior be a danger to himself/herself or others for psychological reasons in the opinion of the University staff, Housing and Residential Education reserves the right to immediately remove the student from the residence hall or apartment until the student is assessed and a determination is made regarding continuation of the residence contract.

In a situation where a resident's psychological or emotional health is in question, Housing and Residential Education reserves the right to require a mandatory mental health assessment completed by a counselor in the University of Denver Counseling and Behavioral Health Center or another licensed mental health professional in the community to help determine the resident's

safety. In such situations, the resident must follow the timeline set for completing the mental health assessment. Pertinent information about the resident's safety will be shared with Housing and Residential Education professional staff; all other information is strictly confidential. The licensed counselor will make observations to the resident and to Housing and Residential Education professional staff about the resident's safety. Based on such recommendations, Housing and Residential Education professional staff will determine whether the resident will continue living in the residence system.

Relocation. Relocation is the mandated room or building change. It is likely that relocation would also include some of the sanctions listed above, a probationary period, and/or a trespass sanction.

Suspension from Housing. This is the termination of the student's housing contract, including Greek housing, for a specified period of time. The student may apply in writing to Housing and Residential Education for re-admission. A student who is suspended from housing must vacate his/her residence within two calendar days of notice of suspension, and no refund of housing charges or deposit will be made. Upon re-admission, the student may be subject to any other sanction outlined in this section.

Expulsion From Housing. This is a permanent severance from University housing including Greek housing. A permanent notation is placed on the student's record in Housing and Residential Education. A student who is expelled from University housing is required to vacate his/her residence within two calendar days of notice of expulsion, even sooner in extreme cases. No refund of housing charges or deposit will be made.

Trespass. A student who receives a trespass sanction from a residence facility is totally restricted from use of and entrance to that building and the surrounding grounds. A trespass sanction is very likely to accompany relocation, suspension, or expulsion. It may also be administered to a non-resident by the Director/Associate Director of Housing and Residential Education or the Director of Citizenship and Community Standards. When this sanction is issued, a notation is made in the residence hall/apartment, Housing and Residential Education, and Campus Safety. Failure to abide by a trespass sanction is considered trespassing and may result in arrest and criminal charges.